

2-04-200. **Administrative Secretary.**

- A. The primary function of the administrative secretary is to assist and relieve the Culbertson School administrators and executive staff of paper work and impedimenta so that they may devote maximum attention to the central problems of education and educational administration.
- B. The administrative secretary is responsible to the superintendent, principal, and the district clerk.
- C. The qualifications of this position include a high school diploma; post secondary training as a secretary preferred; five years experience preferred; experience as an administrative secretary preferred; experience as a school secretary preferred; and such alternatives to the above qualifications as the board of trustees may find acceptable and appropriate.
- D. The performance responsibilities of the administrative secretary include:
 - 1. Obtain, gather, and organize pertinent data as needed, and put it into usable form.
 - 2. Maintain a regular filing system, as well as a set of locked confidential files on graduated students, and process incoming correspondence as instructed.
 - 3. Place and receive telephone calls, and record messages.
 - 4. Order and maintain supplies as needed and instructed.
 - 5. Perform any bookkeeping tasks associated with the specific position.
 - 6. Maintain student records as shall be required.
 - 7. Welcome visitors and arrange for their business.
 - 8. Contact guest teachers as requested and maintain the guest teacher calendar.
 - 9. Maintain attendance records on all students.
 - 10. Enroll new students.
 - 11. Compile student information sheets.
 - 12. Compile staff directory.
 - 13. Compile and print monthly bulletin of school activities.
 - 14. Maintain rental agreement book.
 - 15. Maintain student accident and school insurance file.
 - 16. Maintain bus route ridership information.
 - 17. Supply and maintain the staff workroom.
 - 18. Keep a record of calendar events.
 - 19. Order graduation diplomas and supplies.
 - 20. Tend to all associated staff, student, and parent needs.
 - 21. Such other secretarial requests made by the superintendent, principal, or clerk.

Adopted:

Revised: May 16, 2000
November 16, 2004