

BOAZ CITY SCHOOLS

Boaz, Alabama



POSITION ANNOUNCEMENT

Job Title: School Secretary – Boaz High School (Anticipated)

Opening Date: April 21, 2022

Closing Date: Until Filled

FLSA Status: Non-Exempt

Salary: Based on BCSS Salary Schedule

Expected Workday: 8 hours per day

Terms of Employment: 10 Month

Reports To: Principal

Job Goals:

- To provide efficient and confidential secretarial services to the Principal that reflects positively on the total operation of the school.

Qualifications:

- High School diploma or higher
- Secretarial/clerical experience preferred
- Bilingual preferred
- Ability to type at a corrected rate of 60 words per minute
- Ability to communicate effectively with the public
- Proficient in various software programs
- Ability to organize and plan work efficiently
- Demonstrates proficiency in oral and written communication skills
- Ability to be punctual and in regular attendance
- Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities
- Such alternatives to the above qualifications as the Board may require

Performance Responsibilities and Essential Functions:

- Organize and manage routine operation of the school office
- Coordinate secretarial and clerical duties as related to the school office
- Maintains appropriate calendar and prepares daily reminder for the Principal
- Maintain reports and records as required by Boaz City School System
- Orders, inventories, distributes, collects, and returns all materials
- Assists in all related professional development activities
- Assists with all aspects of school programs
- Prepare reports and maintain records on attendance
- Maintains appropriate confidentiality regarding student/school/workplace matters
- Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel
- Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner
- Maintains and submits reports, records, and correspondence in a timely and accurate manner
- Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations
- Performs any other job-related duties as assigned

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Boaz City Board of Education.

Point of Contact: Chris Hayes, Boaz High School Principal
(256) 593-2401, chayes@boazk12.org