

## Job Description

Title: Secretary to Secondary Education Director - 12 Month

Reports to: Director of Secondary Education

**General Summary:** Assists in the efficient operation of the Secondary Education Department by performing a wide variety of communication, clerical, record keeping, bookkeeping, and general office duties with minimal direction and assistance.

**Essential Functions:**

3. Experience desired: Previous secretarial experience required. Training in a school environment is desirable.

4. Other requirements:

- \* Excellent oral and written communication skills including spelling, grammar, and punctuation usage.
- \* Strong math skills to assist with accounting, budget and ordering processes, and utilization of spreadsheets.