

MSTM Secretaries

SUMMARY: Provide direct executive assistance to immediate supervisor, manage the office, participate in office and building special projects, assist with parental/community concerns. Organize, maintain and conduct orders. Maintain and organize student records and/or personnel records, if appropriate. Assist with planning and preparation of reports and other data provided to the Board of Education, State of Iowa, and Federal Government.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Prioritize incoming information and serve as a clearinghouse for correspondence. Ensure supervisor is up-to-date and informed. Assist supervisor with planning and preparing reports, memoranda and information for the Board
2. Facilitate and manage the consistent operation of the office and implementation of policies and procedures. Coordinate work flow and schedules of the office and make recommendations regarding office efficiency to supervisor.
3. Manage the office through communication and ensure that all personnel are informed of pressing issues.
4. Maintain confidentiality and serve as liaison between staff members and the office records. Maintain accurate and current records specific to that office.
5. Provide assistance with parental/community concerns, questions and calls. Screen calls and refer appropriately. Answer inquiries and offer assistance. Anticipate problems and conflicts and help develop productive solutions.
6. Research, collect and compile data, prepare reports, surveys and other materials for supervisor.
7. Perform other job-related duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Experience working in an office setting preferred.

TRAININGS, CERTIFICATIONS, AND PRESERVICE REQUIREMENTS:

- Background check required for hire.
- Universal Precautions training and Mandatory Reporter training required upon hire.
- Other certification as deemed necessary for specific positions.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to follow and promote school policies and initiatives.
- Ability to communicate and interact effectively with all people including those from diverse backgrounds.
- Ability to follow safety rules, practice safe work habits, and utilize appropriate safety equipment.
- Ability to operate basic office equipment and technology including copiers, computers, and tablets.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to sit for extended periods of time.
- Ability to lift up to 15 pounds.