

## **JOB TITLE: La Tierra School Secretary**

### **DESCRIPTION**

This is a part-time secretarial position of an administrative nature, involving responsibility for the secretarial and clerical and responsibilities necessary for an efficient and effective school office. The successful candidate will perform a variety of complex secretarial/clerical, and administrative duties requiring comprehensive knowledge of La Tierra Community School and school law. Assists the Director and Staff in the performance of responsibilities so that a safe and nurturing learning environment is made possible for all students. The employee will receive guidance from a supervisor and is expected to exercise considerable tact, discretion, and judgment.

### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE**

- High school graduate or equivalent and three years of clerical/secretarial experience.  
OR  
A.A. Degree in Secretarial Science and two years of clerical/secretarial experience.
- Demonstrates proficiency in Microsoft Word, Excel, Google suite platforms.
- Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar, spelling, and vocabulary.
- Holds a valid Arizona State fingerprint clearance card.

### **ESSENTIAL JOB FUNCTIONS**

- Performs experience level secretarial tasks of a confidential nature including, but not limited to producing letters, reports, memorandums, etc. via the computer; makes photocopies, files, distributes mail, etc.
- Communicates in a positive and effective manner with staff, students, co-workers, parents and/or visitors.
- Answers telephone communications and record messages, answers inquiries within scope of responsibility.
- Proofreads and edits.
- Other duties as assigned.
- Demonstrates excellent secretarial skills, general bookkeeping skills, organizational and filing skills, and be proficient in the use of Microsoft Office or an equivalent computer program.

### **FUNCTIONS AND RESPONSIBILITIES:**

- Prepares weekly attendance sheets for classroom teachers.
- Contacts parents regarding student absences by 10:00 am.
- Requests new student records from previous schools, transfer records for students moving to other schools.
- Creates family directory.
- Updates school message board weekly.

- Arranges field trips to Yavapai College and other local programs.
- Manages field trip and driver packets.
- Manages student emergency cards.
- Calls for substitute teachers when needed.
- Performs secretarial and clerical tasks of a varied nature.
- Creates and maintain a clean, attractive, orderly, safe, and efficient office environment (including the main office space, and adjacent kitchen/common areas).
- Handles correspondence of the office, responding to routine requests for information, transcribing, word processing, and proofreading letters and email.
- Displays ethical and professional behavior in working with everyone who communicates or is associated with the office.
- Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire, accepting responsibility, and an effective work ethic.
- Protects confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
- Helps take care of student injuries and records incident, contacts parents if necessary.
- Maintains a book of Board meeting minutes.
- Performs any other duties and responsibilities as assigned by the Director.

Please call La Tierra Office at 928-445-5100