

**Position Title/Location:** Building Secretary Level II, Sparta Montessori School – Internal Applicants Only

**Objectives:** To ensure the smooth and effective operation of the school office and district programs therefore creating a positive impact on the students, staff, and community for the Sparta Area School District.

**Duties of the Position:**

1. Complete the usual office routine and practices associated with a busy and complex atmosphere to ensure a smooth run office.
2. Maintain confidentiality, including but not limited to student and staff files.
3. Maintain, process and make adjustments in students schedules and records
4. Receive and route all incoming calls and mail as needed
5. Greet and assist visitors, students and staff in need of information
6. Maintain a daily attendance log for staff and substitutes and place substitutes where needed.
7. Prepare reports required for student attendance and transportation
8. Operate common office technology (phone, computers, copy machine, visitor check-in system etc.) and schedule for services as needed.
9. Collect student fees (food service) and make deposits.
10. Assist in preparing the building budget as well as maintaining record of the budget and purchase throughout the year. Process building orders and ensure quality of items.
11. Prepare a parent newsletter as directed for each month
12. Serve as a back up to the health assistant when needed. Collect and file health records, assist with injuries and illnesses, and administer medication according to school policy.
13. Generate schedules for the building as directed.
14. Work with the PTO to assist as needed

**Qualifications:** High School Diploma or equivalent required. Experience and training in related field preferred.

**Special Skills Required:** Able to build strong relationships with students, staff and parents. Strong written and verbal communication skills. Ability to pay attention to details. Keyboarding filing and generic clerical skills. Effective handling of all communications in the office. Knowledge of office management software (word processing, data management, budget software such as Skyward, Microsoft, Google). Knowledge of basic first aid. A Sparta School District Secretary Technical Skills Assessment will be given to each candidate that is interviewed.

**Work Schedule of the Position:** This is a school year position, 176 school days, 28 additional days and 1 inservice day, 8 hours/day 6 holidays \$16.07/hr

**Anticipated Start Date:** August 1, 2020 or before

Please submit letter of interest to Mr. Pat Olbert by February 27, 2020.