

**POSITION:**            **School Secretary**

Reports To:            Head of School

Position Type:        Ten Month

Hours:                7:30 a.m. through 4:00 p.m. Monday through Friday from  
2 weeks prior to the first day of classes until 1 week after  
graduation.

Proposed Salary:     Commensurate with comparable school positions

Benefits:              Full

**Skill Requirements:**

- Ability to organize and prioritize multiple tasks
- Facility with word processing and basic spreadsheet
- General clerical skills
- Ability to relate pleasantly with multiple constituencies (students, parents, faculty and administration)
- Nursing experience, preferably at a professional level
- Willingness to collaborate closely with School Receptionist to accomplish all tasks

**Primary Responsibilities:**

**Medical (school nurse)**

- Manage school health services, records of immunizations, release forms, documentation of allergies and action plans.
- Manage medical supplies and sick room.
- Provide first aid kits and medical release forms for field trips.
- Provide triage for students' illnesses, administering first aid as necessary.
- Provide timely communication with parents about all medical situations, both individual and within the school community.
- Review protocols for issues of lice, contagious diseases, and any other widespread health needs.
- Provide CPR and first aid training for staff and faculty.

**Clerical/Administrative**

- Secondary phone support.
- Clerical support for Assistant Heads.
- Distribute daily mail. Take mail to post office each Friday afternoon and on dismissal day of school breaks/holidays.

- Prepare diplomas for graduation.
- Contact and schedule all substitute teachers, as needed.
- Record and submit, bi-weekly, to business office all faculty absences.
- Record and submit, bi-weekly, to business office payroll for all substitute hours.
- Maintain inventory of general office and school supplies, including purchasing supplies and overseeing equipment maintenance (postage machine and copiers).
- Support Business Office in tracking incoming mail and logging in monies coming into the office.
- Provide general support for office staff.
- Maintain lost and found box.

### **Events & Scheduling**

- Prepare in-house school calendar and post to Google calendar all school events and programs.
- Schedule room assignments for meetings during the school day.
- Schedule room assignments for after-hours programs and events.
- Schedule theater for plays, graduation and special events.
- Coordinate details of annual picnic (reservations, food, etc.).