



UPPER SCHOOL SECRETARY

All interested applicants may submit their resume to resume@centralprivate.org.

Reports to: Head of Upper School	Experience: Associate degree in a secretarial curriculum, or high school plus two years of relevant secretarial/clerical experience.	Disposition: Ability to deal with students, faculty, staff, and/or individuals in a courteous and efficient manner.
Education: Degree Preferred		

POSITION: Upper School Secretary

POSITION SUMMARY: The job of the Upper School Secretary is for the purpose/s of providing secretarial and administrative support to the Administration; communicating information to students, parents, staff; ensuring compliance with financial, legal, and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees.

The Secretary should be a team player who has a warm collaborative nature, positive energy, possesses superior organization and prioritization skills and is self-motivated in the completion of his/her work. She/he will have exceptional communication, interpersonal skills, and the ability to interact comfortably with a variety of people. This person will have a genuine empathy for students and families and an awareness of the needs and sensitivities of parents, students, faculty, staff, and administrators.

PRIMARY ROLE AND RESPONSIBILITIES:

- Manage information received in the Office.
- Answer questions from and act as liaison between the Head of School and other employees, students, and parents.
- Input information into and monitor the FACTS SIS (Student Information System) database.
- Identify and prioritize critical activities and manage work schedule to accomplish tasks.
- Proofread written correspondence for errors or omissions to ensure accuracy, completeness, neatness, and professionalism.
- Communicate and relay information clearly and concisely, both orally and in writing, to the Head of School and other staff members.



- Act as the immediate point of contact with parents.
- Respond to emails within the designated 24-hour turnaround time.
- Ensure that telephone calls are dealt with in a timely and efficient manner.
- Control the school's database and enter pupil information.
- Control the school's communication and messaging systems
- Control access to the school.
- Administer minor first aid
- Manage student parking passes
- Create First Student daily bus schedules and schedule buses for field trips
- Input student and staff attendance (i.e., filing excuses, paperwork for teachers)
- Provide administrative assistance for school events.
- Respond to ad hoc requests from staff for reports and assistance.
- Request work permits for students
- Organize special events for students

(Posted 4/24/23)