



AMERICAN NICARAGUAN SCHOOL

JOB DESCRIPTION: MIDDLE SCHOOL OFFICE SECRETARY

QUALIFICATIONS:

1. Fluent in oral and written English
2. Secretarial skills and computer literacy
3. Strong positive interpersonal skills
4. Ability to handle multiple tasks simultaneously
5. Strong organizational skills
6. Positive, friendly, and respectful telephone skills that leave a good impression with the caller
7. Dependable, reliable, trustworthy, and motivated individual
8. College degree preferred

REPORTS TO: Secondary principal

INTERFACES WITH: Faculty and staff, students, parents, and administrators

SUPERVISES: Office Aide

JOB GOAL: To perform and coordinate Middle School Office activities, ensure information gets disseminated in a timely fashion to faculty/staff and students, and effectively support the Middle School Coordinator in specific duties to be assigned by him

PERFORMANCE RESPONSIBILITIES:

1. To schedule appointments, give accurate information to callers, and organize and maintain files.
2. To effectively word process documents.
3. To contact and schedule appointments with parents, students, and faculty/staff
4. To effectively interface with all school constituents and personnel in a friendly manner



5. To have capabilities to use personal computers to run spreadsheets, word processing, database management, desktop publishing, and graphics programs
6. To develop an understanding of school budgetary codes and facilitate the yearly secondary budget process
7. To tally sick days, personnel days, and administrative leaves for all secondary personnel
8. To maintain a high level of ethical behavior and confidentiality of information
9. To support the Middle School Coordinator in completing routines and other activities of the Middle School Office

TERMS OF EMPLOYMENT:

Vacation according to Ministry of Labor guidelines. The work day will be from 6:45 a.m. to 3:30 p.m. Mon.-Thurs. and 6:45 a.m. to 3 p.m. on Friday

PERFORMANCE EVALUATION:

Job performance will be evaluated by the Secondary Principal.