Responsibilities:
The secretary reports to the Elementary Principal. In his/her absence, the secretary reports to the Building Leader. All duties are related to the support of the School District. It is expected that the confidentiality of office and school functions is always maintained. Establish and maintain a positive rapport with teachers, students and parents which will promote a positive environment and attitude within the school and community. Be familiar with proper operating procedures of office equipment and instruct other personnel in operations of equipment.

Desired Qualifications:
- Academic training and/or experience in office management
- Computer skills: Microsoft Word, Excel, Power Point
- Experience or training in First Aid, CPR, Security
- Experience working in schools or with children a plus
- Knowledge of Administrator’s Plus (Rediker)

Clerical Duties:
- Correspondence with families, community and bus company
- Maintain school records, student cumulative files
- Attendance for staff
- Payroll records
- Filing

Other Duties:
- Assist in classrooms as needed
- Supervise children sent to office
- Maintain contact with Principal, SRO, Police, Fire Dept, Town Highway Dept. as needed

Length of Work Day: 8 hours a day (7:30 a.m. – 3:30 p.m.); 185 days

Wage/Salary: Per Unit D Contract

Submit letter of interest/resume to: Charles Miller, Principal; Undermountain Elementary School, P.O. Box 326, Sheffield, MA 01257 on or before September 22, 2019