

St. Barbara School
Job Description-Secretary

Part Time: 3-4 hours/day
\$15.00/Hour

Duties would include, but are not limited to:

1. Preparing the front office for staff and for the day
2. Maintaining a positive attitude to all who enter the office and to all who call on the phone
3. Answering the school phones and taking messages
4. Sorting mail
5. Making teacher copies
6. Emptying and filling of the classroom messenger bags
7. Monitoring the health room as needed-intake of students with illnesses and injuries
8. Monitoring late students, recording their entry into school and in the tardy notebook
9. Temperature taking for guests and late students
10. Daily submission of attendance on FACTS

Qualifications:

1. Organized
2. Technologically literate
3. Positive attitude and demeanor
4. Knowledge of the FACTS SIS System
5. Able to work independently
6. Effective communication skills-written, verbal, computer
7. Fluent in English and Vietnamese