



AMERICAN NICARAGUAN SCHOOL

JOB DESCRIPTION: EARLY EDUCATION CENTER SCHOOL OFFICE SECRETARY

QUALIFICATIONS:

1. Fluent English/Spanish speaker.
2. Have typing skills that ensure prompt completion of tasks.
3. Computer literate.
4. Ability to handle multiple tasks simultaneously.
5. Enjoys interacting with students and adults on a daily basis.
6. Strong organizational skills.
7. Positive, friendly, and respectful telephone skills that leave a good impression with the caller.
8. Dependable, reliable, trustworthy, proactive and motivated individual.
9. High-level knowledge of grammar and other English/Spanish skills is required to effectively word process.
10. Customer service and problem solving skills required.
10. Secretarial training and/or some college is preferred.

REPORTS TO: Early Education Assistant Principal

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

SUPERVISES: Elementary Office Aide.

JOB GOAL: To effectively support the elementary principal in addressing and completing the routines and varied activities associated with an Elementary School.

PERFORMANCE RESPONSIBILITIES:

1. To schedule appointments, give accurate information to callers, and organize and maintain files.
2. To effectively format and process a variety of computerized documents.
3. To use the computer to effectively and efficiently complete assigned tasks and responsibilities, e.g., spreadsheets, database management, desktop publishing, and graphics programs.
4. To develop an understanding of school budgetary codes and facilitate the yearly elementary budget process.
5. To tally sick days, personnel days, and administrative leaves for all elementary school personnel.
6. To effectively interface with all school constituents and personnel in a friendly and professional manner.
7. To maintain a high level of ethical behavior and confidentiality of information.



8. To support the elementary principal in completing routines of the school office and other activities associated with an Elementary School Office.
9. To keep a record of student absences, tardies, and early dismissals.
10. To communicate effectively with other school offices.
11. To support the Elementary Principal in completing assigned tasks and other responsibilities that may be required for the effective operation of the Elementary School Office.

TERMS OF EMPLOYMENT:

Vacations according to the Ministry of Labor guidelines. Work day will be 6:30 a.m. to 3:30 p.m.