

Job Title: Ridge View High School Secretary

JOB DESCRIPTION

Primary Function: Under general supervision, provides office support for Ridge View High School/Central Office, maintains confidential student information, completes necessary forms and records, maintains student and staff records and performs other related duties as assigned.

REPORTS TO: High School Principal

COMPETENCIES/QUALIFICATIONS:

- Computer/Technology literate
- Skills in using Google Drive Applications
- Experience or willing to learn PowerSchool data base
- Strong interpersonal and communication skills
- Self-starter with attention to detail
- Ability to multi-task
- Flexible and accepts change

ESSENTIAL FUNCTIONS:

- Greet all students, parents and staff in a friendly, inviting manner
- Maintain confidential records and student/staff information
- Handle general office typing
- Compose routine correspondence
- Ensure all details of a task are completed
- Communicate and relay information clearly and concisely, both orally and in writing, to high school principal, staff, students and parents
- Provides office support to the High School/Central Office; answers multi-line telephone, files and maintains records and documents; coordinates supply and equipment orders; distributes mail; drafts necessary correspondence; and maintains records, documents and materials
- Maintains records via PowerSchool database
- Performs other related duties as assigned
- Hours will be Monday-Friday 7:45 a.m. – 4:15 p.m. during the school year. Summer hours will be flexible.

CONTACT:

- For more information contact Superintendent Jon Wiebers – jwiebers@rvraptors.org
712-368-4353 ext 305