

Secretary/Bookkeeper Job Description

Position Title:

Secretary/Bookkeeper

Location:

Central Office

Evaluated by:

Assigned Supervisor, Superintendent

Duties and Responsibilities:

1. Cordially greet visitors to the central office.
2. Request, document and file records.
3. Maintain documents/records for audit.
4. Manage telephone calls to the office and record messages.
5. According to FERPA, keep all student personal, academic, and behavioral information confidential.
6. Read and follow Richland Parish's *Policies & Procedures*.
7. Attend professional development as needed.
8. Maintain collegial relationships with co-workers.
9. Dress appropriately.
10. Perform any other duties required for the efficient running of the school system.

Qualifications:

- High school diploma or GED/HiSET equivalent
- Typing Proficiency

Terms of Employment:

12 months

Secretary/Bookkeeper

Date

Superintendent

Date