



GREATER NANTICOKE AREA SCHOOL DISTRICT

Administrative Suite
Superintendent's Office
427 Kosciuszko Street, Nanticoke, PA 18634-2690

Fax: (570) 735-1350
Phone: (570) 735-1270

Dr. Ronald Grevera
Superintendent of Schools

TO: All Employees and Interested Persons
POSITION TITLE: Substitute Building Secretary
REPORTS TO: Building Principal
DATE: August 13, 2018

SUMMARY: Serves as confidential secretary to the principal and as a facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Makes and receives telephone calls, takes messages, routes calls
- Maintains school records and files for building, principal, and related requirements
- Serves as confidential secretary to the principal
- Distributes mail for the entire building
- Reviews principal's mail, brings attention to important pieces of mail
- Greets all visitors
- Types, prepares, distributes, files records/reports, correspondence, etc. related to building function and principal needs
- Assists/orientates substitute teachers
- Takes/transcribes notes for correspondence
- Attends Open House and parent teacher conference

EDUCATION and/or EXPERIENCE:

High School diploma or General Education Degree (GED) and one year previous office experience. Must be proficient in the use of computers.

COMPENSATION: As stipulated in the Support Staff collective Bargaining Agreement

CLOSING DATE OF APPLICATION: August 24, 2018

SEND LETTER OF APPLICATION TO:

Dr. Ronald J. Grevera, Superintendent
Greater Nanticoke Area School District
427 Kosciuszko St.
Nanticoke, PA 18634-2690

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.