



**MISSISSINEWA COMMUNITY SCHOOLS**  
**School Secretary/Administrative Assistant**

**Job Description:**

Under the direction of the principal, employee performs a variety of clerical and support work, greets and interacts with the public, works cooperatively with staff, students, and parents.

**Qualifications:**

High School Diploma

Two years of additional schooling/training OR two years of successful related employment.

Successful work background and positive references

Microsoft Office Specialist (MOS) Master

Certified in Word, Excel and either PowerPoint or Access

**Responsibilities:**

1. Meet and interact with public and employees in routine situations, which require tact, discretion and courtesy
2. Register new students, secure appropriate student records, maintain confidential student records, transfer records when necessary
3. Conform to District policy regarding attendance and absences
4. Ensure that all communications meet proper written and verbal English standards
5. Give information of policies or procedures related to district, departmental or school activities
6. Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems while providing a variety of clerical duties
7. Prepare letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials from marginal notes, rough drafts, or verbal instructions using Excel, PowerPoint, Google Docs, Google Forms, Word or other appropriate software
8. Maintain attendance data for students and staff, recording attendance, absences, substitutes, and other required information
9. Maintain multiple online calendars and assist with scheduling school activities and facilities
10. Process electronic purchase orders and other online recordkeeping

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)*