



George County School District

School Secretary Job Description

G C SCHOOL BOARD

Job Purpose

- The Public School Secretary serves as the primary administrative support and front office representative of the school.
- Ensures the smooth and efficient operation of the school office by managing clerical functions, facilitating communication, and supporting the Principal and staff.
- Promotes a professional, safe, and welcoming environment for students, parents, staff, and visitors while supporting the overall educational mission of the district.

Knowledge, Skills, and Abilities

- Knowledge of office management procedures and standard clerical practices.
- Proficiency in operating office equipment (e.g., multi-line phones, copiers, scanners, fax machines).
- Ability to use personal computers and software applications, including Microsoft Office (Word, Excel, Outlook) and Google Workspace.
- Ability to learn and use student information systems and databases for attendance and records management.
- Strong organizational and time management skills with the ability to multitask and handle frequent interruptions.
- Ability to process paperwork accurately and maintain detailed records.
- Knowledge of applicable laws, regulations, district policies, and confidentiality requirements (e.g., FERPA).
- Ability to communicate effectively both verbally and in writing, including proper phone etiquette and professional correspondence.
- Ability to establish and maintain cooperative working relationships with students, staff, parents, and community members.
- Ability to problem solve and carry out written and oral instructions.
- Ability to perform basic arithmetic operations for clerical and financial tasks.
- Ability to maintain confidentiality of student, employee, and district information.
- Professional demeanor, diplomacy, and customer-service orientation.
- Ability to work with a diverse population.

Minimum Qualifications

- High School Diploma or GED required.
- Proficient computer and typing skills.
- Must pass a Mississippi Department of Education (MDE) background check and fingerprinting.
- Prior secretarial or clerical experience preferred, especially in an educational setting.
- College coursework in business, office administration, or related field preferred; Associate's degree preferred.
- Successful experience in office management preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Greets visitors, answers telephone calls, and provides information and assistance in a professional manner.
- Manages front office operations, including visitor check-in/check-out procedures to support campus safety.
- Composes, prepares, and distributes correspondence, reports, notices, and other documents.
- Maintains accurate student records, files, and documentation in accordance with district and state requirements.
- Tracks and reports student attendance, including communication with parents regarding absences.
- Assists with maintaining school calendars, scheduling appointments, meetings, and events.
- Coordinates and supports school activities and events as assigned.
- Maintains office files, records, and inventory to ensure organization and accessibility.
- Receives, sorts, and distributes mail, deliveries, and interoffice correspondence.
- Assists with basic financial tasks such as collecting fees, issuing receipts, and maintaining records as directed.
- Serves as a liaison between the school and parents, community members, and outside organizations.
- Performs duties related to attendance, bookkeeping, or receptionist functions as needed.
- Attends meetings and trainings as assigned.
- Assists in providing basic first aid or student care in the absence of the school nurse, following district procedures.
- Performs other job-related duties as assigned by the Principal or Superintendent.
- Ability to work outdoors during school activities as needed.
- Limited travel to meetings or trainings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Principal

Supervises: N/A

Terms of Employment: At Will / 200 Days (Elementary & Middle School)
At Will / 240 Days (High School)

FLSA Status: Non-exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date