



POSITION: Secondary School Secretary

DESIRABLE QUALIFICATIONS: Preference will be given to candidates who possess the following:

- (1) Associate/Bachelor degree and/or minimum of three (3) years related experience or training or the equivalent combination of education and secretarial experience, preferably in the field of education.
- (2) The ability to successfully complete a Sign Language Proficiency Interview (SLPI) at the proficiency level defined for each position as determined by SMSD OR The willingness to train toward successful completion of a Sign Language Proficiency Interview (SLPI) at the proficiency level defined for each position as determined by SMSD

MAJOR RESPONSIBILITIES

- Provides secretarial and administrative support, such as responding to incoming calls, drafting documents and scheduling meetings;
- Types letters, articles, memos and other materials;
- Coordinates and Maintains schedules of administrator;
- Opens and distributes mail;
- Maintains office files and records;
- Enters information on report cards;
- Relieves the receptionist breaks, absences, which includes duties as the point-person for entry into the school buildings.
- Prepares requisitions and purchase orders for the department;
- Maintains student database, PowerSchool
- Manages staff coverage, substitutes etc.
- Records staff and student attendance
- Payroll timesheet management for Teachers and Teacher Assistants for Principals approval.
- Communicates effectively with students, staff and parents in-person, via phone, email and written correspondence.
- Maintains student records and fulfills record requests
- Assists with coordination of Secondary Department events i.e.: Student Awards, Graduation etc.
- Experience with Microsoft Outlook, Excel, Word, Power School and Google Drive
- Other duties as needed or assigned

Knowledge of:

- School functions, policies, rules and regulations;
- Office procedures and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, and operations of copy machine;
- Microsoft Office programs, which include Outlook, Word, Excel, PowerPoint, Publisher, Teams
- English usage, spelling, grammar and punctuation, American Sign Language (ASL)

Ability to:

- Take responsibility and use good judgment in recognizing the scope of authority;
- Understand and carry out complex oral and written instructions;
- Establish and maintain cooperative relationships with administrators, teachers, other employees
- Respond promptly to requests of internal and external clients providing needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Work under pressure to meet the necessary deadlines;
- Must be detail orientated
- Apply computer word processing skills and work with a variety of programs such as MS Word, PowerPoint and Excel, Outlook, Publisher

Salary: \$19.92 hourly

Discussion concerning salary, benefits and working conditions do not constitute a commitment on the part of the school and should not be misconstrued as binding until a recommendation of appointment is approved by the Superintendent. All benefits are subject to the respective collective bargaining agreements and policies of St. Mary's School for the Deaf.

APPLICATION PROCEDURE: Please submit application, resume, and all appropriate information to document qualifications:

Ms. Mary DeStefano, Director of Human Resources
St. Mary's School for the Deaf
2253 Main Street Buffalo, NY 14214

AN EQUAL OPPORTUNITY EMPLOYER