



POSITION OPENING
Reference 2017 - 4

POSITION: Secondary School Secretary

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

- (1) An associate's degree in business, secretarial science or related field,
- (2) Three years of administrative secretarial experience;
- (3) Commitment to the School's Total Communication Philosophy and the ability to communicate with deaf persons using sign language and finger spelling.

MAJOR RESPONSIBILITIES

- Provides secretarial services 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 switchboard;
- Prepares requisitions and purchase orders for the department;
- Follows all School policies and procedures;
- Performs other duties as assigned.
- Sole Secretary for Middle and High school
- Maintain student database
- Manage staff coverage
- Record staff and student attendance
- Light payroll
- Administrative support
- Communicate effectively with students, staff and parents in-person, via phone, email and written correspondence.
- Maintain student records and fulfill record requests
- Experience with Microsoft Outlook, Excel, Word and Google Drive
- Other duties as needed or assigned

APPLICATION PROCEDURE: Applications may be obtained from the Human Resources Office or on the St. Mary's website. Please submit application, resume, and all appropriate information to document qualifications:

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

APPLICATION DEADLINE: 03/24/2017

AN EQUAL OPPORTUNITY EMPLOYER