

# NORTH STAR CHARTER SCHOOL

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## IB World School – International School of Business & Economics

Position Title: Secondary School Secretary  
Reports To: Principal

**SUMMARY:** Maintains attendance records and works to create a pleasant, helpful atmosphere for the staff, students, parents, and visitors.

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

- Manages the front window, being the first friendly face that our visitors encounter.
- Makes and receives telephone calls, takes messages, and routes calls; manages recordings
- Manages visitor check in system (Ident-A-Kid).
- Enters all student attendance records into a computer on a daily basis.
- Sets the school calendar in PowerSchool every year.
- Manage student transportation applications with bus company.
- Responds to inquiries from students, teachers, and parents regarding attendance rules and absences.
- Compiles and submits a variety of daily, weekly, monthly, and year-end reports as required.
- Admits late students and maintains records of their tardiness.
- Maintains all incoming statements regarding doctors' appointments; manage medical occurrences.
- Create student medical logs, disperse medicine and record activity.
- Oversees student "sign out" process and maintains records of student absence due to appointments.
- Types, prepares, distributes, and files records, reports, and correspondence which are related to attendance.
- Create cumulative files for students new to North Star and disperse outgoing cumulative files.
- Operates standard office equipment, e.g., computer (data entry), typewriter, telephone, calculator, and copy machines.
- Determine needed office supplies and submit orders.

**SUPERVISORY RESPONSIBILITIES:**

May occasionally supervise students.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED). Previous office experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

**LANGUAGE SKILLS:**

- Read and comprehend instructions, correspondence, and memos.

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- Write simple correspondence and routine reports.
- Present information and respond to questions from administrators, teachers, students, parents.
- Communicate using correct grammar.
- Communicate clearly and concisely in both oral and written form.

### OTHER SKILLS AND ABILITIES:

- Operate personal and mainframe computers and related software, specifically PowerSchool.
- Develop effective working relationships with students, staff, and the school community.
- Communicate clearly and concisely, both orally and in writing.
- Perform duties with awareness of all related school policies and state requirements.

Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Salary Range: \$12-15.00 per hour DOE

**Classified Employment Application available at [northstarcharter.org](http://northstarcharter.org)**

**CLOSING DATE:** Until filled

**CONTACT:** Ms. Melissa Andersen- secondary principal, North Star Charter School  
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