



COYLE PUBLIC SCHOOLS

“HOME OF THE BLUEJACKETS”

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Superintendent: Colby Cagle
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High School Principal: Shane Dent
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Elementary Principal/Safety Coordinator: Shelley Cagle
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Job Description: Elementary/Middle School Secretary

Position Summary

The Elementary/Middle School Secretary provides administrative and clerical support to ensure the efficient operation of the school office. This position serves as the first point of contact for students, staff, parents, and visitors and assists with daily operations, communication, and coordination of school activities. The secretary reports directly to the Site Principal.

Work Schedule

- Monday through Thursday, 7:45 AM to 4:00 PM
- Required to report two (2) weeks prior to the first instructional day and remain one (1) week after the final instructional day

Essential Duties and Responsibilities

- Serve as the primary point of contact for the school office
- Greet and assist students, parents, staff, and visitors
- Answer telephone calls and direct inquiries appropriately
- Maintain accurate student attendance and records
- Process student enrollment and withdrawal
- Prepare written communication including letters, memos, and newsletters
- Coordinate building mail, deliveries, and general office duties
- Manage school supplies and place orders as necessary
- Assist administration and staff with clerical support
- Schedule meetings, events, and maintain the school calendar
- Schedule substitutes for teachers as needed
- Support emergency drills and assist with safety protocols
- Maintain confidentiality of all student and staff information
- Perform additional duties as assigned by the Site Principal

- Maintain accurate student and/ or district records in compliance with state and federal requirements.
- Administer Medication
- Schedule Substitutes

Qualifications

- High school diploma or equivalent required
- Prior experience in a school setting or administrative role preferred
- Strong communication, interpersonal, and organizational skills
- Proficiency with Microsoft Office Suite and general office equipment
- Ability to multitask and manage a fast-paced environment
- Demonstrated professionalism, discretion, and initiative

Physical Requirements

- Ability to lift and carry up to 25 pounds.
- Ability to perform CPR and administer light first aid.

Evaluation

Performance will be evaluated annually by the Site Principal or designee in accordance with district policies and procedures.