

Three Rivers Montessori Charter School
District 4266-07
17267 Yale Street NW
Elk River, MN 55330
763-595-1213



Three Rivers Montessori Charter School Secretary Job Description

School Mission: Empowering students to reach their full potential through authentic Montessori learning.

Position: Food Service Attendant

Rate: \$17/hr.

Reports to: Executive Director and Office Manager

Employment Type: Full-time

Hours: Monday through Friday, 7:30am-3:30pm

Job Description: The role of the TRM Secretary is for the purpose of providing secretarial and administrative support to the Office Manager and Executive Director. The secretary also communicates information to students, parents, staff, and/or other districts and provides a broad array of services for the school.

Duties of the Role:

Administer first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.

To assist other TRM personnel for the purpose of supporting them in the completion of their work activities.

Collect fees and/or funds from student events (e.g. field trips, uniforms, ticket sales, yearbooks, dances, fundraisers, student fee money, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.

To Evaluate situations (e.g. involving other staff, students, parents, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolutions.

Greets incoming visitors for the purpose of ensuring that guests sign in/out as required.

Maintains a variety of computerized and manual records, files, and department databases (e.g. information packets, rosters/listings, calendars, outstanding supply orders, etc.) for the purpose of documenting activities, providing reliable information to families.

Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.

Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, mailings, etc.) for the purpose of providing information and/or materials as needed.

Prepares a wide variety of reports and written materials.

Maintains office equipment, tools and work areas (e.g. cleaning, load supplies, clear paper jams, etc.) for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.

Job Requirements: In working with others, problem solving is required to identify issues and create action plans.

Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; multitasking; meeting deadlines and schedules; working with frequent interruptions; setting priorities; working as part of a team; making independent decisions; and administering immediate first aid. Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and maintaining a positive school image at all times.

Application Procedure: Send résumé to to admin@threeriversmontessori.org. Please visit www.threeriversmontessori.org for more information.

Posted: 9/20/21

Application Deadline: Open until filled

Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.