



## JOB DESCRIPTION

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|---------------------------|----------------------------|
| <b>Job Title</b>          | Elementary Secretary       |
| <b>Department</b>         |                            |
| <b>Reports To</b>         | Building Principal         |
| <b>Classification</b>     | Classified                 |
| <b>Location</b>           | District Elementary School |
| <b>Salary</b>             | On Schedule                |
| <b>Length of Contract</b> | School Year                |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

Under administrative direction, the Elementary Secretary performs responsible office work involving independent judgment and initiative; serves as the private secretary to an elementary school principal; and performs related work as required.

## Essential Job Functions

- Answers telephone, schedules appointments for the principal, and refers visitors/callers to the principal or appropriate person.
- Sets up and maintains computerized attendance records, runs attendance reports and contacts unreported absentees. Sends weekly attendance letter to parents. Coordinates and scheduled attendance meetings between school staff and parents.
- Processes registration and withdrawal of students
- Compiles and submits staff attendance reports to payroll. Monitors and reconciles staff AESOP reports for Payroll. Assist staff with entry/deletion of absences in AESOP. Assigns account numbers to all employment affiliated absences.
- Serves as building registrar and maintains building cumulative folders.
- Assists school nurse with maintaining student medical and immunization records and contacts parents of non-compliant students. Sends letters and reports to health department. Maintains records of student visiting the office for health reasons.
- Maintains accurate in-school financial accounts. Inputs and balances a variety of school budgets. Manages school P-Card and tracks usage and purchases.
- Schedules and maintains Parent/Teacher conferences. Assists parents with scheduling and skyward procedure for scheduling.
- Operates a variety of office machines, including computer, copy machine, fax machine, etc.
- Composes and types routine correspondence, reports, newsletters, and bulletins.
- Maintains school calendar on outlook as well as canvass and school dude calendars. Schedules events using school dude.
- Monitor's building for visitors and approves/denies entrance into the building and then checks them in and out in the office, and is trained in the use of the Intruder Alert Switch.
- Requisitions office and school supplies.
- Dispenses and provides medications as trained and directed.

- Maintains building web and Facebook pages.

### **Ancillary Job Functions**

- Supervises students as assigned by principal.
- Assists building subs and checks them in and out as needed.
- Administers basic first aid, and lice checks as needed, contacts parents, and files reports.
- Prepares a variety of mailings, reports, correspondence and directory information as directed.
- Attends meetings and trainings as required.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED supplemented by advanced secretarial training.
- Recent responsible secretarial experience.
- Experience in public relations and communication.
- Experience with children ages 3-13.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Training in basic first aid.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate various office machines (computer, electronic typewriter, etc.).
- Knowledge of word processing/spreadsheet software and ability to type at least 50 wpm.
- Ability to establish and maintain good public relations.
- Knowledge of business English, spelling, and composition.
- Ability to communicate and relate effectively with district staff, students, parents, and public.
- Ability to maintain accurate and complete records and reports.
- Ability to organize and complete projects in a timely manner.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain confidentiality.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to potentially hazardous bodily fluids.
- Moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May occasionally be required to lift up to 10 pounds.