



Position Title: **Secretary I**

Department: Building

Reports To: Principal

**SUMMARY:** Serve as secretary to the principal and facilitator for the school/public being served in communicating information, problem solving and record keeping.

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

1. Types correspondence, letters and memos, check requests, forms, etc
2. Answers telephones, responds to routine questions, sets appointments or routes calls to appropriate persons
3. Performs duties relating to students such as collecting, reporting and input of attendance and tardiness, administering medications (according to bargaining contract language), responding to accidents and illnesses, resolving bus scheduling problems, and other issues as they arise
4. Compiles and distributes monthly and annual reports including staff attendance, student attendance and calendar of events, and will need to meet deadlines with severe time constraints
5. May be asked to translate, if applicable
6. Receives visitors, new parents, and students; answering questions; resolving student problems
7. Serves as confidential secretary to the principal and assistant principal
8. Maintains books for staff, student and building accounts
9. Assists with maintaining school/student records
10. Acts as liaison between school and community, principal, parents, staff and students
11. Assists with maintaining school webpage and reader board
12. Prepares documents for substitute teachers
13. Occasionally may need to work irregular or extended work hours
14. Correspond with district staff and stakeholders via email
15. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** Student Aides and Parent Helpers

**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); experience in general office work and/or training preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:** Must type 55 words per minute. Ability to operate office machines and computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to handle a variety of duties all at once.

**PHYSICAL DEMANDS:** The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk and/ or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this

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

*I have read and understand this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date