



Position Title: **Secretary II Elementary**

Department: Building

Reports To: Principal

**SUMMARY:** Serves as an additional secretary to the principal and as facilitator for the school/public being served in communicating information, problem solving, material acquisition and providing student services. Establishes and maintains an organized system of procedures designed to give maximum services to both school and general public.

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

1. Provides a wide variety of secretarial and clerical duties for the principal and school staff such as typed correspondence, letters and memos, forms, etc.
2. May act as receptionist, giving authorized information to public regarding school matters over the desk and by telephone
3. Makes and receives telephone calls, takes messages, routes calls
4. Maintains school records and files for building, principal and related requirements
5. Enrolls students; maintains transcripts
6. May be asked to assist with ADM tracking/records
7. Performs duties relating to students, such as collecting, reporting and entering attendance and tardiness, administering medication under direction of district nurse, responding to accidents and illness, resolving bus scheduling issues, and other matters as they arise
8. Maintains a variety of employee and student records in student information system
9. Assists with management of teacher grade book program
10. Assists with securing and/or management of substitute teachers
11. May be asked to assist with maintaining and updating portions of the school website, including school events, schedules and calendars
12. Distributes mail
13. Greets visitors and assists others with various problems and questions
14. Occasionally types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs
15. Correspond with district staff and stakeholders via email
16. May be asked to translate, if applicable
17. Obtain, gathers and organizes pertinent data as needed and puts it into usable form
18. May be asked to process timesheets for Instructional Assistants
19. Takes and transcribes notes for correspondence
20. Provides appropriate first aid to students as required
21. Attends Open House and/or conferences

- 22. Maintains office materials and equipment
- 23. Operates standard office equipment
- 24. Attends in-service training
- 25. May collect and deposit money for various purposes
- 26. May contact parents regarding attendance
- 27. Performs related duties as required
- 28. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** Student Aides/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); Associates Degree (Office Management); plus three to five years in general office work and/or training; or equivalent combination of education and experience.

**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 percentage 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.

**OTHER SKILLS and ABILITIES:** Ability to pass a typing test at 55 words per minute. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. 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.

**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 stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, crawl or climb stairs. During the workday an employee may: stand/walk 1-4 hours; sit 4-6 hours. Employee may use hands for repetitive single grasping and fine manipulation. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**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.*

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Signature

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Date