



Position Title: **Secretary III Elementary**

Department: Building

Reports To: Principal

SUMMARY: Serves as secretary to the principal and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling and record keeping. To establish and maintain 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
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. Maintains ADM records and reports
7. Responsible for ADM reporting and audits
8. Maintains a variety of employee and student records in student information system
9. Performs initial setup and management of teacher grade book program, including printing of report cards
10. Arranges for substitute teachers
11. May be asked to manage Nutri-Kids system, including initial set up, updating of student information, printing lunch charges for parents, tracking lunch counts, and intake of funds for lunch program
12. May be asked to manage student PBIS/SWIS information and print reports from system
13. May be asked to maintain and update portions of the school website, including school events, schedules and calendars
14. May be asked to maintain Self-Manager list
15. Distributes mail
16. Greets visitors and assists others with various problems and questions
17. Occasionally types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs
18. Types a variety of materials
19. Correspond with district staff and stakeholders via email
20. May be asked to translate, if applicable
21. Obtain, gathers and organizes pertinent data as needed and puts it into usable form

22. Orientates substitute teachers
23. Processes attendance/payroll for the Instructional Assistants
24. Takes and transcribes notes for correspondence
25. Provides appropriate first aid to students as required
26. Attends Open House and/or conferences
27. Orders, processes, and maintains office materials and equipment. Prepares purchase orders and follows up
28. Serves as confidential secretary to the principal
29. Handles a wide variety of secretarial and clerical work including typing, filing, proofreading, and copying
30. Maintains a schedule of appointments and arranges for conferences and interviews
31. Administers medication according to policy and regulations
32. Operates standard office equipment
33. Attends in-service training
34. Distributes community/district flyers
35. May collect and deposit money for various purposes
36. May contact parents regarding attendance
37. Performs related duties as required
38. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Student Aides

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 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.

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. In an 8 hour day, 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.

Signature

Date