POSITION DESCRIPTION

TITLE: Elementary Secretary
LOCATION: 
REPORTS TO: Principal
DEPARTMENT: Elementary

SUMMARY STATEMENT:
The Elementary Secretarial position functions as an office manager in the building making sure that student, staff, building, district, and community needs are being met in a timely manner.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in person, by telephone, via E-mail, and in writing.
2. Maintain daily attendance by recording all call-ins and tardies.
3. Record and report any contagious diseases to Special Services on a weekly basis.
4. Maintain Associated Student Body (ASB) and General Fund budget accounts, including revolving funds and school store accounts.
5. Initiate purchase orders and receipt all supplies.
6. Perform filing and maintenance to include student academic files, health/immunization files, and general office files.
7. Monitor health room activities, including performing first aid, supervising volunteers in first aid procedures and safety measures, keeping health room stocked with supplies, contacting parents in case of injury or illness, completing accident reports, excluding children for communicable diseases, dispensing medications to students, and working with the district nurse.
8. Operate the intercom, calling students for dismissal and/or assisting with announcements.
9. Distribute and respond to daily mail when appropriate.
10. Operate all general office equipment, including the computer.
11. Train and coordinate duties of parent notification staff assistant.
12. Maintain substitute and classified time sheets and all leave forms for staff and submit to Sub Office/Payroll in a timely manner.
13. Answer the telephone, transferring calls, forwarding messages and answering inquiries when appropriate.
14. Greet and assist all persons who enter the building in a positive manner.
15. Maintain various building records, including monthly enrollment count, Instructional Resource Center (IRC) records, free and reduced meal records, forward records of withdrawn students, process new student information, and submit computerized reports as needed.
16. Register students and confer with Principal to determine class placements.
17. Perform voter registration.
18. Perform various typing/keyboarding, including bulletins, forms, handbooks, letters/memos, and reports.
20. Coordinate substitute requests with staff and Substitute Office.
21. Perform First Aid/CPR when necessary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  
Hearing (66-100%)  
Speaking (66-100%)  
Bending (Up to 33%)  
Standing (33-66%)  
Pulling (Up to 33%)  
Use of hands and/or arms for repetitive motion (33-66%)  
Pushing (Up to 33%)  
Lifting/Carrying Up to 50 lbs. (33-66%)  
Acceptable Attendance

MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)  
Problem Solving (66-100%)  
Confidentiality (66-100%)  
Verbal Communication (66-100%)  
Written Communication (66-100%)  
Multiple Concurrent Tasks (66-100%)  
Constant Interruptions (66-100%)  
Math (33-66%)  

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

IBM/PC (clone), typewriter, telephone, 10-key calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

(Testing may be required.)
1. Typing/keyboarding skills of 50 wpm.
2. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
3. Demonstrated ability to communicate effectively both verbally and in writing.
4. A minimum of two years of experience in a related field or equivalent training.
5. Demonstrated ability to perform basic bookkeeping.
6. Must be able to acquire a working understanding of account codes for payroll purposes.
7. Demonstrated ability to perform independently.
8. Problem solving skills required.
9. Must possess a good math aptitude.
10. Demonstrated ability to perform on the computer using Windows environment and related applications.
11. Must be able to work with constant interruptions in a positive manner.
12. Must possess a current First Aid/CPR card, or be able to acquire within 30 days.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

213 Days Per Year (Includes Holidays)  
8 Hrs. Per Day

PSE: ____________________________  
Date: __________________

District: ____________________________  
Date: __________________

Revised Date: 12/20/16  
Classification: Secretarial  
Class: Class II  
Display on Web? Yes  
Elementary Secretary