

## **TITLE: ELEMENTARY SCHOOL SECRETARY**

### **QUALIFICATIONS**

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, data bases, spread sheets, and reports
4. Knowledge of automated office equipment and efficient office procedures
5. Strong telephone skills and ability to communicate effectively
6. Work well with students, staff, and the public
7. Excellent organizational skills
8. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Building Principal**

### **JOB SUMMARY**

To assist the building principal in the efficient operation of the school so maximum positive impact can be made on the education of elementary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Interacting with Students and the Public

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle followup activities as necessary
3. Assist, log in, and direct visitors to the school
4. In the absence of a school nurse, administer medications to students according to school policy
5. In the absence of a school nurse, do head checks for lice, as needed, under the direction of the building principal
6. Supervise students in emergency situations, attend to ill or hurt students, and administer basic first aid in the absence of a school nurse, and contact parents as instructed
7. Handle daily announcements
8. Schedule appointments, meetings, and conferences as requested
9. Register students and set up permanent records entering student demographics and all other needed information
10. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools

#### Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Run daily tardy reports and mail attendance letters home when necessary
3. Prepare quarterly state attendance reports

4. Send student records as requested by schools and promptly request newly enrolled student records from other schools
5. Be responsible for maintaining accurate teacher and student accounts in the form of monthly reports to the district office, including receipting, counting, and depositing all money received
6. Maintain records on all accidents, incidents, fire drill, and suspension notices, forwarding copies to the district office
7. Prepare such documents as reports, staff duty rosters, correspondence, and handbooks
8. Maintain employee records, such as absences, and submit to the district office monthly
9. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking and checking accounts

#### Miscellaneous Office Tasks

1. Call and schedule substitute teachers and prepare their timesheets
2. Maintain a wellorganized, uptodate filing system
3. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
4. Process all purchase orders and send to the district office for supplies to be ordered
5. Keep track of expenditures on account encumbrance sheets
6. Assist the building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchase and submits appropriate paperwork to the district office to facilitate proper payments for good or services received by the school
7. Distribute and inventory supplies

#### Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal
2. Exercise such administrative authority and perform such tasks as may be delegated by the principal
3. Make necessary administrative decisions in the absence of the building principal
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Attend faculty meetings as required
6. Assume responsibility for his or her continuing professional growth and development by attendance at inservices or trainings
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

#### EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

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Printed Name

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Date

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Signature