

## **Job Description**

**Title: Elementary School Secretary - 10 Month**

**Reports to:** Building Principal

**General Summary:** The Elementary Secretary assists in the smooth and efficient operation of the school office by performing general clerical, record keeping, and bookkeeping duties and effectively handling communications with staff, students, parents, and others.

### **Essential Functions:**

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with communication to parents, staff, and public using tact and courtesy. (30%)
2. Prepares and distributes memos and other correspondence, including evaluations and newsletters to students, parents, and staff members. (20%)
3. Maintains and updates student and staff records, including attendance, registration, enrollment, withdrawal, and attendance; prepares district, state, and federal reports. (20%)
4. Maintains the school financial reports by writing checks, depositing money to the school accounts, balancing records, paying bills, and preparing monthly activity fund reports. (10%)
5. Assists with the smooth operation of the school lunch program by recording lunch money and maintaining accurate records, if required. (10%)
6. Schedules building use and other appointments as needed. (5%)
7. Assists with the daily operations of the health room if assigned. (3%)
8. Inventories, orders, and distributes supplies and equipment as needed. (2%)
9. Able to react to change productively and handle other essential tasks as assigned.

**Qualifications:**

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired:
  - Previous office experience required.
  - Computer experience required.
4. Other requirements:
  - Ability to work with many interruptions
  - Knowledge of basic accounting principles recommended
  - Good English usage, spelling, grammar, and punctuation skills.
  - Strong public relation, phone, and communication skills
  - Good decision making skills
  - Ability to type at least 55 wpm (65-75 wpm preferred)
  - Ability to operate computer, related software, 10-key calculator, and other office equipment required.
  - Ability to establish and maintain cooperative working relationships with staff and others.

**Special Requirements:**

	Occasional <u>0 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....	x		
2. Walking.....	x		
3. Sitting.....		x	
4. Lifting 15-20 lb max. ....	x		
5. Carrying 50 feet .....	x		
6. Pushing / Pulling .....	x		
7. Climbing / Balancing .....	x		
8. Stooping / Kneeling / Crouching / Crawling .....	x		
9. Reaching / Handling.....		x	
10. Speaking / Hearing.....			x
11. Seeing / depth perception / color.....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Millard Public Schools

Revised: August 1994

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