

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department: Support

Standard Title: Elementary School Secretary - Assignment II

Primary Function:

Maintain an effective system for the efficient operation of the Elementary School office.

Supervision Received:

The Elementary School Secretary - Assignment II is directly responsible to the assigned Principal and/or his/her designee.

Direction Exercised:

All duties, functions and responsibilities assigned to the Elementary School Office fall under the jurisdiction of the assigned administrator(s) and some parts may be carried out through his/her secretary.

Essential Duties:

Office Procedures:

1. Demonstrate respect, fairness, and kindness in all interactions with pupils, parents and colleagues.
2. Be an effective team member of the office staff exercising confidentiality and expert human relation skills.
3. Follow directions and suggestions provided by the supervisor.
4. Complete tasks efficiently and accurately.
5. Communicate effectively with school personnel.
6. Demonstrate a positive attitude and initiative in meeting program needs: follow proper channels in making suggestions and initiating activities.
7. Treat all information and knowledge about any program, project, or individual in the school setting with strict confidentiality; use discretion in all communication regarding pupils and their families.
8. React promptly and appropriately in emergency situations.
9. Participate in scheduled staff development activities.
10. Demonstrate general reliability in attendance, punctuality, and task performance.

11. Obeying state laws and regulations as they apply to the performance of one's duties.
12. Comply with all policies and procedures established by the District and supervisors.
13. Be responsible for all secretarial duties during time periods when no other adult secretaries are on duty.
14. Other duties as assigned by the assigned administrator(s) to achieve the job goals.
15. Assume responsibility for writing, answering and initiating routine correspondence of the assigned Principal(s) and in providing informational copies of such information.
16. Maintain schedules of appointments and make arrangements for conference and interviews for the assigned Principal(s).
17. Assist the assigned Principal(s) with teacher absences by preparing substitute folders as directed by the assigned Principal(s).
18. Assist the assigned Principal(s) in preparing for teacher observations by typing forms and scheduling pre- and post- observation meetings as directed by the Principal(s).
19. Place and receive telephone calls and record messages relative to the assigned Principal's office.
20. Prepare and distribute the Daily Announcement Bulletin.
21. Prepare, complete, and disseminate all data, reports, information, and correspondence for secondary employees, excluding daily items the work schedule would preclude one from managing.
22. Prepare and handle all matters related to awards assemblies.
23. Copy materials as scheduled by the assigned Principal(s).
24. Develop agendas for meetings conducted by the assigned Principal(s).

Record Keeping:

1. Collect, compile, record and file daily attendance data as directed by the assigned Principal.
2. Prepare and complete information requested on student attendance cards.
3. Prepare and assemble attendance information required for local magistrate on legal attendance matters.
4. Maintain and compile all other excusals during the school day for Daily Absentee Bulletin that are not previously approved.
5. Maintain student records including new entries, re-entries, student withdrawals and general student information.
6. Maintain and compile a record of students with excessive absences and/or tardies.
7. Prepare and complete all data and information concerning daily and yearly student enrollment and attendance, including preparation of the yearly district attendance report.
8. Summarize and distribute to each homeroom teacher at the end of each 9 week marking period a record of absences to be recorded on the report card of each child.

9. Develop and maintain effective filing system in accordance with “File it Right”, published by the National Association of Educational Secretaries.

### Professional Growth

1. Attend staff meetings as required.
2. Serve on committees.

### Secondary Duties:

1. To work with the principal(s) in providing a program of continuous instructional delivery.
2. Handle emergency situations when a School Nurse is not available. Supervise sick or injured students until they can be treated by the School Nurse.
3. Nurse.
4. Keep informed of modern thought and practices through attending conferences, workshops and seminars; membership in professional organizations.
5. Attend and participate in district-sponsored in-service programs.
6. Performs duties with awareness of all LEA requirements and practices.
7. Perform duties as assigned by the Superintendent and/or his/her designee.

### 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 information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

### Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.

5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

### Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. High School Diploma
2. Acceptable references.
3. Proficiencies in (a) Typing, (b) Filing, (c) Operation of common office machines including computers.
4. Working knowledge of bookkeeping.
5. Knowledge of basic office practice and procedures.
6. The ability and willingness to be able to maintain confidentiality of classified information.
7. An ability to communicate effectively with employees and visitors.
8. Be able to lift at least 25 pounds.

### Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.

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