

Secretary – Elementary School
School District Job Description

Position Title: Secretary, 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, record keeping, and building permits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Other duties may be assigned.)

- Makes and receives telephone calls, takes messages, and routes calls.
- Maintains school records and files for building, principal, and related requirements.
- Distributes mail.
- Greets visitors.
- Types, prepares, distributes, files records/ reports, correspondence, and mailings that are related to building functions and principal needs.
- Orientates substitute teachers.
- Processes attendance/payroll for the building staff.
- Schedules use of the building.
- Attends after hour school functions as requested.
- Orders, processes, and maintains office materials and equipment.
- Serves as confidential secretary to the principal.
- Administers medication according to policy and regulations when the school nurse is unavailable.
- Operates standard office equipment.
- Distributes community/district flyers.

SUPERVISORY RESPONSIBILITIES:

None.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); one to three months related experience.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

Acknowledged _____

Date _____

TERMS OF EMPLOYMENT: Nine-month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date _____