

School Secretary

FLSA Status: Exempt

Created:

Last Revised: September, 2016

DEFINITION: Under general direction, performs work in managing a school office and providing executive-level assistance to management. Assists in the planning and coordination of the school functions. This position has an increased level of responsibility and independence while performing required duties.

RESPONSIBLE TO: Building Administration

TERMS OF EMPLOYMENT: See classified agreement

PAY RATE: Refer to classified salary schedule

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Responsible for assignment of preparation and maintenance of records of enrollment and attendance.
2. Responsible for files and records concerning class schedules, cumulative records, transfers, and registration.
3. Responsible for registration of all students at school site - insuring proper immunization, birth certificates, Soc. Security number etc.
4. Responsible for requisitioning, ordering, and receipt of school supplies and equipment.
5. Provides information to the public, teachers, students, and other employees regarding school activities.
6. Compiles regular and special reports relating to attendance, child health and welfare, damage and theft, accidents, personnel, and PTO activities.
7. Maintains financial records involving school expenditures on budgeted accounts.
8. Collects and pays bills and reconciles checkbook.
9. Responsible for daily mail collection and disbursement.
10. Answers and maintains telephone and other forms of electronic communications.
11. Organizes and maintains lunch and breakfast program:
 - a. Notifies qualifying free/reduced lunch applicants.
 - b. Records and keeps all information on file.
 - c. Collects money and keeps records of money.
 - d. Keeps accurate account of children who qualify for free, reduced and paid meals.
 - e. Lunchroom duty to account for meals and supervise students.
 - f. Transfers breakfast/lunch monies to District Office.
12. Receives and deposits funds, records financial transactions, and audits and balances the school-fund account.
13. Arranges for the care of pupils who are ill and administers first aid when necessary.

14. Conforms to safety standards as prescribed.
15. Types (between 55 and 80 wpm) all correspondence designated by the Administration.
16. Assists Administration in preparations for beginning of school.
17. Responsible for maintaining school equipment inventory.
18. Work in cooperation with other district personnel.
19. Time sheet/request for leave maintenance.
20. Arranges for substitute coverage.
21. Assists students and staff in their daily needs and requests.
22. Models and maintains positive communication with others.
23. Assists in the planning and implementation of school events such as musical programs, athletics, student recognition ceremonies, graduation, field trips and open house.
24. Light janitorial as needed

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- District policies, regulations, and procedures;
- Management of information systems and software programs used in the assigned area;
- Terms and acronyms commonly used in the assigned functions;
- Modern office procedures, methods, and equipment, including computer equipment;
- Techniques of record-keeping and reporting;
- Alphabetical and subject matter filing systems; and
- Correct English usage including grammar, punctuation, and vocabulary.

Skill to:

- Operate a personal computer and a variety of commercial software packages, including spreadsheets, databases, and word processing;
- Compile, tabulate, and verify data and information for completeness and accuracy in regards to records and reports; and
- Perform accurate financial calculations.

Ability to:

- Train staff in procedures, and operations of software programs used in the assigned areas;
- Administer first aid;
- Promote public relations and deal tactfully and diplomatically with people;
- Gain cooperation or conformance without authority;
- Maintain confidentiality of data and information;
- Complete a variety of tasks concurrently; and
- Communicate professionally in a clear, concise manner.

Required Certifications and Licenses:

CPR certification and First Aid certification within the first six months of employment.
Possession of a valid driver’s license or alternate means of travel.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is: Possession of a high school diploma or office experience which involves contact with the public, typing, filing and computer skills.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:
Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee’s Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____

Lincoln County School District is an Equal Opportunity Employer