

BUILDING SECRETARY

Purpose: The Building Secretary provides office and clerical support to assist with the efficient operation of the school building. To accomplish these tasks, the Building Secretary works closely with the staff and administration of Uniontown Public Schools.

Responsible To: Building Principal and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Possess exemplary organizational and communication skills.
3. Experience with technology and affiliated/relevant software.
4. Exhibit integrity and interpersonal skills.
5. Possess a detail-oriented nature.
6. Desire to continue career improvement.
7. Necessary leadership and management skills to provide direction to all facets of school operations.

Essential Functions:

1. Provide support to all students and school personnel.
2. Serve as the first point of contact for many school actions.
3. Promote a positive school building environment.
4. Communicate effectively with all members of the school district and community.
5. Work independently and in a team environment while multi-tasking with accuracy.
6. Can take and implement directives from members of the administrative team in a positive manner.
7. Demonstrate appropriate professional responsibilities.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and mission of Uniontown Public Schools.
11. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.

4. Must be able to work in noisy and crowded environments.
5. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Screen and route incoming mail, memos, and bulletins.
3. Compose, type, and copy correspondence, reports, bulletins, records, and other materials.
4. Obtain, gather, and organize pertinent data as needed.
5. Facilitate all aspects of the student enrollment process.
6. Assist students, faculty, and public in office area.
7. Maintain an orderly filing system.
8. Receive and give messages to students and faculty.
9. Accept and log absence calls.
10. Facilitate all communication to parents (mail, electronic, app., etc...).
11. Obtain outside and in-house substitute teachers for licensed staff when needed. Reconcile all absences, check substitutes out for licensed staff, turn in the substitute report to the business manager each month and keep substitutes informed of announcements and any unusual activities for the day.
12. Collect absence reports and maintain records of faculty absences.
13. Assist in training new employees.
14. Request homework for absent students.
15. Keep abreast of new information, innovative ideas and techniques.
16. Adhere to all district health and safety policies.
17. Other duties as assigned by the Principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.

Specialized Responsibilities:

(Registrar)

1. Work at computer during enrollment.
2. Input new student information, create schedules, make schedule changes, and print schedules.
3. Request records from previous school for all new students.
4. Input transcript information to transcript file showing courses, grades, and credits.
5. Calculate GPA and update GPA information on computer.
6. Send letters to parents regarding retentions and demotions.
7. Coordinate all curriculum information from departments and disseminate to all parties as appropriate.
8. Update parent information in computer.
9. Maintain all information in the student management system.
10. Process student transcripts when requested.
11. Enroll new students throughout the school year. Check computer information, make cumulative folder, input transcript, and request records.

12. Notify teachers of transfer grade.
13. Pull cumulative file, health card, and process transcript with withdrawal grades and send to administration with request from new school when students withdraw.
14. Maintain the failing list.
15. Enter all term and semester grades in computer check error report and make necessary corrections.
16. Follow-up on all incomplete grades and enter in computer after report cards distributed.
17. Coordinate grade card distribution.
18. Send copies of report cards to parents, if requested.
19. Prepare Honor Roll list for relevant stakeholders.
20. Analyze incoming senior transcript checking specifically graduation credit.
21. Maintain on-going evaluation of all senior grades, courses, and graduation requirements.
22. Order diplomas, prepare senior list of names, and consult each senior personally for correct spelling of name. Check diploma order form for accuracy of spelling and check list so that everyone receives a diploma.
23. Evaluate Foreign Exchange Students for recommended grade placement.
24. Assist with graduation and distribution of diplomas.
25. Post GPA, graduation date, final class rank, and principal's signature on transcripts.
26. Finalize graduate records and send to administration.
27. Assist in distribution of student transcripts for college applications.

(Bookkeeper)

1. Keep complete and systematic records of business transactions for the building activity fund.
2. Receive payment and disburse funds associated with the building activity fund.
3. Maintain and prepare financial reports.
4. Balance books and records on a regular basis.
5. Prepare bank deposits daily.
6. Prepare monthly sales tax reports.
7. Update students' fees after fiscal rollover and class schedule changes.
8. Bill student accounts for lost/unreturned textbooks and other obligations each semester and at the time of withdrawal or schedule changes.
9. Process credit card transactions including food service payments.
10. Process food service refund requests.
11. Remain updated on all outstanding obligations for current and inactive students.
12. Send monthly statements on past due accounts.
13. Prepare student accounts for collections.
14. Pick-up/drop-off deposit and hold bags at bank(s).
15. Inventory textbooks reported lost by teachers.

16. Assign locker assignments and combinations and maintain combination control records.
17. Update accounts based non-sufficient fund payments.
18. Respond and/or react to large volume of e-mails daily.

(Activities)

1. Assist students, faculty, coaches and others who come into the office.
2. Maintain physicals for all student athletes.
3. Check grade eligibility of all activity participants plus maintain proper paperwork and eligibility reports.
4. Schedule appointments, make travel arrangements and assemble material for meetings.
5. Send records, forms and paperwork required to KSHSAA.
6. Place orders for materials, verify quantities delivered and distribute to staff.
7. Send rosters, schedules and general information to all opponents.
8. Prepare and send out information on all invitational tournaments.
9. Update computer information, activity records, letters, schedules, etc...
10. Check out supplies and equipment for athletic programs.
11. Assist bookkeeper in sending out copies of monthly ledger sheets to sponsors.
12. Prepare and distribute monthly/yearly activity calendar.
13. Assist bookkeeper in making transfers for activity accounts.
14. Maintain forms and records for transfer students wanting to go out for sports (in-coming and out-going students).
15. Prepare programs for activity events.
16. Update and maintain Coaches and Sponsors handbook yearly.