

Meeker School District Re-1

Job Description

Title: Office Secretary
Department(s): Administration/Business
Reports to: Building Principal/Financial Director
Work Year: Scheduled student days



Job Summary:

The Office Secretary will provide supervision of office staff, responsible for management and smooth operation of office, maintaining strict confidentiality. General Fund/Activity accounts, fund receipting and check writing, internal and public communication functions. Maintain the smooth operation of the main office and assist with supervision of students. Responsible for the general fund and activity accounts which include accounts receivable, accounts payable, staff reimbursements, and purchase orders.

Summary of essential job function:

1. Perform general secretarial duties (i.e. filing, typing, keyboarding, scheduling, office management, confirmation of appointments, etc.) as directed by the building administrator(s).
2. Train and assist in supervision of school secretarial and building staff and assign coverage of other staff when necessary. Maintain attendance records for classified and certified staff.
3. Process, maintain and act as Building Level Administrator with the Principal to manage leave requests, problem solve coverage of in-house, and provide direct support for substitute teachers for building staff.
4. Act as administrative receptionist; maintain and update the activity schedule of the school/principal(s); aid the principal(s) in adhering to time schedules; establish and maintain an effective and efficient administrative office.
5. Process schools purchase orders, vendor contact, and purchase order inquiries. Pay invoices with checks from activity funds when applicable or data entry invoices for general fund. Assist with budget development and staffing units, manage accounts payable and receivable including curriculum funds, furniture, fixture and equipment funds, grants, etc. Coordinate all staff travel and field trips with the transportation department.
6. Deposit funds and reconcile activity and checking accounts monthly as required by the district audit, including backup documentation for paid bills and cash receipts. Billing and collection of preschool and kindergarten fees when applicable.
7. Process and coordinate public facility use agreements with building staff. Distribute and collect key to facility.
8. Enroll, withdraw, transfer, and maintain all aspects of permanent student records.

9. Screen and direct pertinent internal and external information and report information to the appropriate administrators, faculty meeting and other meeting as determined by principal, initiate new releases, district/public communiqué.
10. Create and distribute the school newsletter as assigned along with district's student information system bulletins for administrators, teacher, and public use.
11. Cover the school health room, as needed, when the district nurse is not available and use appropriate infection control procedures.
12. Assist in the supervision of students in the main office, lunchroom and other requested areas.
13. Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
14. Perform other duties as assigned.

Qualifications and Experience:

- High School Diploma or equivalent required.
- Three years previous secretarial experience.
- 1 year of accounting or basic bookkeeping skills preferred.
- Effective organizational and time management skills.
- Problem solving capabilities and ability to work with minimal supervision and direction.
- Ability to establish and maintain cooperative relationships with student, parents and staff.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.

Physical Demands:

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

- The noise level in the work environment can be loud and distracting at times.
- Handles and maintains composure during high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.

