

Elementary Secretary Job Description

Purpose: The Elementary Secretary coordinates office and clerical support to assist with the efficient operation of the school district. The Secretary also maintains the financial books and accounts of the school to ensure accurate accounting of receipts and disbursements. To accomplish these tasks, the Secretary must work closely with the staff and administration of the district.

Responsible to: Principal

Payment rate: According to Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Two years office experience, with knowledge of bookkeeping and accounting procedures.
4. Must pass spelling, math, and keyboarding tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Must be able to handle multiple tasks at one time efficiently and courteously.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Provide office and clerical support to assist with the efficient operation of the school district.
2. Screen visitors and telephone calls, directing them to the appropriate person/department.
3. Place orders for materials according to the current budget, verify quantities delivered, and supervise distribution to staff.
4. Screen and route incoming mail.
5. Issue computer generated notices to parents regarding lunch balances and other notifications.
6. Assist in planning meeting agendas, and assist in preparing meeting summaries.
7. Communicate with auditor regarding bookkeeping operations and attendance.
8. Assist with enrollment, and file timely reports with the district and state.
9. Coordinate the Parent Teacher Conference schedule.
10. Maintain accurate attendance records, and report attendance problems to the principal.
11. Contact parents to confirm absences.
12. Distribute office passes and notes as directed.

13. Maintain and submit a daily log of school hours completed.
14. Report the honor roll each quarter.
15. Assist with preparing student awards and organizing the end of the year awards assembly.
16. Maintain accurate student cumulative folders.
17. Schedule school pictures and re-takes.
18. Keep records on all activity accounts for six (6) years.
19. Collect insufficient funds checks by phone, letter or referral to county.
20. Prepare state sales tax annually.
21. Replenish petty cash when necessary.
22. Assist in handling all receipts and expenditures for building-level activity accounts, including student fees.
23. Record all deposits in control account and individual activity fund accounts.
24. Prepare year-end activity fund report and send to district office for audit.
25. Prepare monthly activity reports for advisors of clubs.
26. Issue purchase orders and checks for activity fund accounts.
27. Prepare monthly activity fund report and submit to district office.
28. Ability to reconcile bank statement and prepare financial reports.
29. Assist students, teachers, principals, and other staff members whenever possible.
30. Compose, type, and copy correspondence, reports, bulletins, records, and other materials and distribute to the correct individual in a timely manner.
31. Obtain, gather, and organize pertinent data, putting it into usable form.
32. Administer daily meds or first aid to ill/injured students in the absence of the school nurse according to school policy.
33. Maintain an orderly filing system.

- 34. Keep current on new information, innovative ideas and techniques.
- 35. Respond to information requests in a cooperative, courteous, and timely manner.
- 36. Keep personnel and student information and records confidential.
- 37. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- 38. Perform such other duties as assigned from time to time.

Term of Employment: At will.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee