

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: -School Secretary/Bookkeeper/Attendance Clerk

FLSA: Non-exempt

GENERAL SUMMARY

Provides routine clerical support to assigned supervisor to ensure smooth and efficient operation of the school. Performs a variety of duties to support area of work including typing letters, memoranda and reports, filing, copying, answering incoming calls, scheduling appointments, processing mail, keying data, etc. Under limited supervision, assists with school attendance initiatives and maintains student management database including the proper reporting of attendance data to meet various school, District, state and federal requirements. Performs standardized bookkeeping tasks and a variety of related clerical activities as required. Communicates effectively with students, parents and teachers regarding student attendance. Reports to the Principal.

ESSENTIAL FUNCTIONS

Provides secretarial support by performing such duties as answering incoming telephone calls and taking messages; sorts and distributes mail; files; directs visitors; and schedules meetings.

Types, completes and/or files various documents, records, and reports such as letters, memoranda, agendas, work orders, invoices, purchase orders, etc.

May order, control, and/or monitor departmental supplies and equipment.

Handles confidential documents in an appropriate manner; maintains confidential files and records such as employee and student information; enters employee and/or student information to computer as assigned.

May provide clerical assistance as a back-up to other departmental or division staff.

Interacts with various persons in the performance of duties including school administrators and staff, students, parents, business persons, government officials and agencies, etc.

Demonstrates the ability to perform financial tasks accurately; prepares monthly financial reports and bank reconciliation statements.

Exhibits the ability to perform bookkeeping tasks as related to the school which includes the assignment of purchase order numbers, placing orders, and maintaining accurate records.

Maintains student attendance on the student management database.

Performs all necessary activities related to data extraction and reporting for District, state and federal accountability and funding requirements, including but not limited to data entry, review, verification and extraction of student attendance records.

Maintains accurate attendance records regarding student suspensions, tardies, school make-up programs, homebound or home-based programs, and student or parent sign-in/sign-outs, etc. Maintains accurate drop-out information and assists with reporting requirements. Accurately inputs daily attendance of students and contacts parents regarding student absences as necessary.

Assists with attendance data requirements for District and state testing programs. Provides clerical assistance for matters related to truancy identification and intervention.

Participates in District-wide meetings, training activities and the distribution of appropriate information.

Serves as a liaison between District and school level program administrators to ensure accurate, thorough, and effective use of data.

Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc. Provides back-up to school clerical staff.

Answers complaints and inquiries, or refers them to appropriate persons and/or departments; interprets school District policies, rules and regulations in response to queries.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Minimum of high school diploma and three years experience using computer applications in an office environment, or a post-secondary degree in computer applications with some related work experience; or an equivalent combination of education, training, and experience. Experience with the SASI Student Management system preferred.

Knowledge:

Advanced knowledge of Business English, spelling, punctuation, mathematical computation and possession of an excellent vocabulary. Thorough knowledge of departmental policies, procedures, and operations. Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, and word processors. Thorough knowledge of general accounting practices and procedures. Knowledge of accounts payable activities and procedures. Comprehensive knowledge of the terminology used within the financial function. Thorough knowledge of spreadsheet analysis, knowledge of the records and reports which must be prepared and maintained. Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

Skills/Effort:

Proficiency with Microsoft Office applications including Word, Excel and Access. Ability to analyze varied functions, processes and tasks for the preparation of varied and complex records and reports. Ability to multi-task and work independently and unsupervised on confidential assignments, clerical tasks and with confrontational people. Ability to communicate both orally and in written format with employees, parents, and students. Possesses technical aptitude necessary to learn current and future student management applications and the integration of such software with common office applications, such as Microsoft Office. Ability to successfully complete District, state and other training courses relevant to the completion

of job assignments. Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with little to no supervision and instruction. Ability to type clear copy at the minimum required rate. Skill in the use of general office equipment such as calculators, word processors, typewriters, computers, switchboards, etc. Ability to make arithmetical computation and tabulations with speed and accuracy. Excellent organization, time management and telephone skills.

Working Conditions:

Conducts duties in an office environment with no significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that required constant attention, and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine local travel is required; no overnight travel is required. Nature of job requires frequent use of computer and monitor for long durations.

Responsibility:

No direct budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____ Date: _____
_____ Date: _____
_____ Date: _____