

LOLO SCHOOL DISTRICT
Job Description for Classified Employee

Position: Building Secretary
Update date: 11/2019
(Attach Essential Functions)

Supervision

The Elementary Secretary comes under the primary direction and supervision of the School Principal, but also takes occasional direction and recommendation from the other School Principal and District Superintendent as appropriate.

Overtime: Overtime is permitted only on an “as needed” basis at the discretion of the principal or superintendent. Any overtime must be pre-approved except in the case of emergencies and the reason noted on monthly time sheet.

Qualifications

1. High School Diploma or GED
2. First Aid/CPR Certification
3. Proficient keyboarding and computer software skills (especially Microsoft Office Word) and have the ability to quickly learn/be proficient in other school-related software programs.

General Responsibilities and Considerations

1. Professional and clear communicator/listener
2. High degree of successful multi-tasking of various projects/assignments/requests while maintaining positive attitude and communications with students, staff, administration, parents and general public
3. High level of patience
4. Strong ability to be organized and efficient
5. Responsible for office paperwork and assists in implementation of district procedures so that the administrator can devote maximum attention to the major programs, problems and issues of the school.
6. Knowledge of office procedures, equipment, etc.
7. Outstanding ability to work with fellow employees, students, parents and the public in general.
8. Treat matters of school business with the strictest confidentiality.
9. Public relations: promptly relay information, professionally meet the public, and courteously answer routine inquiries.
10. Collaborate with staff, students and parents to achieve the Mission, Visions and general purposes of the school.
11. Attend meetings when requested by administration.
12. Maintain an orderly and clean environment for students, staff, parents, and guests
13. Perform such other duties as are assigned by supervisor/s or have otherwise been performed to this date. Consult supervisor with questions.

Specific Responsibilities

Daily Routine:

1. Account for daily attendance and call home for reasons of absence.
2. Assist with schedules when appropriate.
3. Collect student lunch money and apply to accounts.
4. Administer basic first aid to students when school nurse is unavailable.
5. Store, track and provide any medications that are needed for the students when school nurse is unavailable.
6. Check for head lice when necessary and when school nurse is unavailable.
7. Assist students in connecting with appropriate adults at end of day as needed. Phone calls to students contacts, etc.
8. Coordinate with principal and counselor to provide behavioral or social supports to students.
9. Type correspondence, reports, notices and recommendations.
10. Obtain, gather and organize pertinent data as needed, and put it into usable form.
11. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed.
12. Place and receive telephone calls and record messages.
13. Order and maintain supplies as needed.
14. Perform any bookkeeping tasks associated with the specific position (including but not limited to student meal accounts, payment, collections, etc.)
15. Maintain a schedule of appointments and make arrangements for conferences and interviews.
16. Welcome visitors and arrange for their comfort and screen unexpected callers in accordance with predetermined practices.
17. Ongoing communications with custodial/maintenance staff as needed throughout the day by staff, administration, parents, etc.
18. Regular office duties as needed.
19. Assist principal with office aide coordination.
20. Carry out all duties as assigned by the principal or district superintendent.
19. Must at least annually review the employee workplace safety manual and be familiar with its content and apply such appropriate practices and other supervisor-instructed work place safety practices while employed at Lolo School District.
20. Must at least annually review the (red) emergency procedures manual and be able to properly participate and, when needed, assist with emergency evacuation/response drills and other emergency response incidents.
21. Endeavor to help Lolo School District achieve its Mission and vision (copy of Mission/Vision statement attached).