



JOB DESCRIPTION

Job Title	Elementary Secretary
Department	
Reports To	Building Principal
Classification	Classified
Location	District Elementary School
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Elementary Secretary assists visitors, families, staff, and students with a variety of needs and responds in a customer oriented and professional manner. The Elementary Secretary serves as the secretary to an elementary principal and under the direction of the Principal uses independent judgement and initiative to perform a variety of responsible office work.

Essential Job Functions

- Answers telephone, schedules appointments for the principal, and refers visitors/callers to the principal or appropriate person.
- Monitor’s building for visitors and approves/denies entrance into the building and then checks them in and out in the office and is trained in the use of the Intruder Alert Switch.
- Sets up and maintains computerized attendance records, runs attendance reports and contacts unreported absentees. Sends attendance letter to parents. Coordinates and schedules attendance meetings between school staff and parents.
- Processes registration and withdrawal of students
- Monitors and reconciles staff absence management system-reports. Assist staff with entry/deletion of absences in absence management system and monitors for unfilled absences. Assigns account numbers to all employment affiliated absences.
- Administers basic first aid, and lice checks as needed, contacts parents, and files reports.
- Assists students with minor medical and hygiene issues and completes accident reports as necessary.
- Serves as registrar and works in the student information system to process registration and withdrawal of students, and maintains building cumulative folders.
- Assists school nurse with maintaining student medical and immunization records and contacts parents of non-compliant students. Sends letters and reports to health department. Maintains records of student visiting the office for health reasons.



- Maintains accurate in-school financial accounts. Inputs and balances a variety of school budgets. Manages school P-Card and tracks usage and purchases.
- Schedules and maintains Parent/Teacher conferences. Assists parents with scheduling and skyward procedure for scheduling.
- Composes and types routine correspondence, reports, newsletters, and bulletins.
- Maintains school calendar in all appropriate systems and schedules events and reserves rooms as appropriate.
- Requisitions office and school supplies.
- Dispenses and provides medications as trained and directed.
- Maintains building web and Facebook pages.

Ancillary Job Functions

- Supervises students as assigned by principal and handles behavioral issues as directed.
- Assists building substitutes and checks them in and out as needed.
- Prepares a variety of mailings, reports, correspondence and directory information as directed.
- Attends meetings and trainings as required.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED supplemented by advanced secretarial training.
- Advanced training or equivalent experience with Microsoft Office products.
- Recent responsible secretarial experience.
- Experience in public relations and communication.
- Experience with children ages 3-13.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree in communication, office assistant, business, or related field.
- Training in basic first aid.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate various office machines.
- Knowledge of word processing/spreadsheet software and ability to type at least 50 wpm.
- Ability to establish and maintain good public relations.
- Strong organizational and office management skills.
- Knowledge of business English, spelling, and composition.



- Ability to communicate and relate effectively with district staff, students, parents, and public.
- Ability to maintain accurate and complete records and reports.
- Ability to multi-task and work in a fast-paced environment.
- Ability to organize and complete projects in a timely manner.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain confidentiality.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to potentially hazardous bodily fluids.
- Moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May occasionally be required to lift up to 10 pounds.