

INDEPENDENT SCHOOL DISTRICT #31
POSITION JOB DESCRIPTION

DATE _____
REVISED DATE 3/28/89

POSITION TITLE Elementary School Secretary

Band/Grade B-2-1-4

IMMEDIATE SUPERVISOR Building Principal

JOB SUMMARY (BASIC PURPOSE OF POSITION)

The Elementary School Secretary is the sole secretary with multiple responsibilities for the school. She/he is essential to the educational process to insure effective office operation and keep communication open between students, parents, staff and school administration.

Supervisor

Employee

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
1.00 Communicate with the Public	A				Evidence exists that:
1.01 Utilization of Telephone 1. Receive and direct calls 2. Determine who gets the call and when to deliver the message 3. Monitor students' phone usage 4. Route calls to other offices in the district	B	10% D		Knowledge of: Proper telephone etiquette Skills in human relations Remain calm in an emergency Ability to communicate effectively with principal, and public	1.01 No more than six complaints are received in each school year
1.02 Determines interactions and makes referrals to staff, students, parents, and other persons entering the office 1. Relay school information to a variety of publics when directed a. Provide information to: 1) Administrative Office 2) Other school districts 3) PTO-PTA 4) State Dept. of Ed. 5) Social Services 6) Mental Health Center	B	10% D		District Policies	1.02 No more than six complaints are received in each school year

**Note: Remember to list each major job function prior to listing of routines, duties, skills and performance standards.

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2. Help and advise parents regarding: <ol style="list-style-type: none"> a. Lunch and breakfast money b. Lost children c. Busing d. Refer complaints e. Sick children 					
2.00 Maintain confidentiality	A	100% Y			2.00 Confidentiality maintained 100% of time
3.00 Perform general office duties					
3.01 Type for principal, faculty and staff as assigned	A	01% D		School district policy and general procedures	3.01 Typed material is done with 95% accuracy
3.02 Prepare letters, memos, correspondence, reports and other materials <ol style="list-style-type: none"> 1. Edit 2. Type 	A	05% D		Record keeping techniques Possess excellent English grammar, spelling and punctuation skills	3.02 Typed material is done with 95% accuracy
3.03 Mail <ol style="list-style-type: none"> 1. Prepare outgoing mail 2. Sort and distribute incoming mail 	A	02% D			3.03 When handling, receiving and sending of mail is done to the satisfaction of supervisor
3.04 Order and check in ECSU materials <ol style="list-style-type: none"> 1. File letters, records, memos and other materials as necessary 	A	02% W			3.04 When the handling, receiving and sending of ECSU materials is done with 95% accuracy
3.05 Transfer students <ol style="list-style-type: none"> 1. Prepare transcripts for mailing 2. Update district computer records 3. Revise building records 4. Request, record and file records from previous school 	A	01% W		Ability to perform under tension, stressful situations and constant interruptions Ability to cope and deal with various problems and personalities	3.05 When the handling, receiving and sending of student records is done with accuracy

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3.06	Initiate and maintain files 1. General office 2. Student personnel 3. Staff personnel 4. Permanent record 5. Cumulative record 6. Attendance 7. Catalog	A	10% W		Maintain accurate records Ability to use time effectively Filing procedures	3.06 Filed material is available upon request
3.07	Supervise office procedures 1. Maintain neat and orderly office	N/A	10% D		Ability to communicate effectively with principal, staff, students, parents and public	3.07 The office functions to the satisfaction of the supervisor
3.08	Operate all office machines 1. Typewriter 2. Calculator 3. Xerox 4. Computer 5. Duplicating machine 6. Thermofax 7. Intercom 8. Radio-telephone	N/A	01% D		Operate and maintain office machines	3.08 Operation of office machines is accomplished to the satisfaction of the supervisor
3.09	Receive, collect and record money for deposit 1. Cafeteria <i>Cafeteria</i> 2. Fluoride 3. Xerox 4. PTO-PTA	A	03% D			3.09 When money is collected, recorded and deposited with 100% accuracy.
3.10	Determines and maintains inventory 1. Tabulate books and supplies 2. Determine amount of books and supplies needed 3. Type requisitions 4. Check in supplies and stock supply room 5. Stamp and number books 6. Distribute books and supplies 7. Maintain storeroom organization 8. Distribute and collect keys	B	5%			3.10 Inventory is maintained and tabulated to the satisfaction of the supervisor.

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4.00	Maintain required records and reports	A				
4.01	Maintain lunch and breakfast records 1. Collect, count and record money daily 2. Check students and staff at lunch participation 3. Make deposits to business office 4. Compile and balance daily reports 5. Compile and balance monthly reports to the cafeteria office 6. Collect, count and record staff lunch money 7. Figure charges and credits and notify parents	A A A B B A A	25% D		District policy, state and/or federal guidelines Bookkeeping procedures Typing Maintain accurate records Maintain confidentiality	4.01 Reports are maintained within guidelines established
4.02	Attendance records 1. Record absence and tardy daily 2. Compile quarterly attendance a. Record on scan sheets b. Re-check when returned from business office c. Record on report cards 3. Record on permanent records and cumulative folders	A	05% D			4.02 Reports are maintained within guidelines established
4.03	Check and submit time sheets	A	01% D guidelines		Knowledge of district	4.03 Time sheets are submitted within guidelines established
4.04	Staff absentee reports 1. Record absences 2. Requests for leave a. Distribute b. Record c. Submit	A	01% D			4.04 All staff absentee reports are recorded and submitted to Central Office within established guidelines
4.05	Collect data for preparing federal, state and district office reports 1. Update and maintain student enrollment counts for district office	A	01% D		Organizational skills	4.05 Information is submitted within established guidelines
4.06	Maintain student records 1. Register students 2. Set up student files	A				4.06 Records are up-to-date, accurate, and maintained within established guidelines

REGULAR ROUTINE DUTIES
List of Things to Accomplish
in Major Job Function

BAND/
GRADE

% OF
TIME
D, W,
M, A, Q

WC

NECESSARY SKILLS
KNOWLEDGE, ABILITIES
What You Have to Know to
Accomplish Duty or Function

PERFORMANCE STANDARDS
How Will You Know the Job is Done?

3.	Record test results, grades, attendance records, and promotions on permanent records and cumulative folders				Ability to work independently	
5.00	Perform other duties as assigned by supervisor	N/A			Knowledge of health office procedure	
5.01	Secure substitute teachers and staff as directed	A	01% W			5.01 Substitute arrives as directed
5.02	Secure and lock building when required	A	01% D		Ability to cope with health/building emergencies	5.02 Building is locked and secured to satisfaction of the supervisor
5.03	Monitor students sent to the office for disciplinary reasons	A	01% D		Organizational skills	5.03. Discipline and order is maintained to the satisfaction of the supervisor
6.01	Direct office trainee	A	02% D		Ability to instruct, give directions and evaluate performance objectively	6.01 Training is conducted to the satisfaction of the supervisor
6.01	Train and provide work direction for OJT students, Mini-Cep aides and casual workers	A				