

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: 3/28/1989
LAST REVISION DATE: 01/2015
BAND & GRADE: B-2-2-5

POSITION TITLE: Elementary School Secretary

IMMEDIATE SUPERVISOR: Building Principal

Job Summary (Basic Purpose of Position)

Provide clerical/secretarial assistance and support to an Elementary Principal to ensure effective office operations and communications with students, parents/guardians, staff, school district administration, and community.

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	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 PROVIDE SECRETARIAL/CLERICAL ASSISTANCE FOR ASSIGNED ELEMENTARY SCHOOL(S)				Knowledge of:	
1.01 Compose and/or edit and type correspondence, minutes, programs, invitations, reports and orientation materials.	B2	W 5%		1. District policies and procedures.	1.01 Prepared documents accurately and within established deadlines.
1.02 Develop and maintain files; file documents; and maintain historical records.	B2	W 5%		2. Applicable state and federal rules and regulations.	1.02 Files are maintained in a neat, orderly manner so information could be retrieved as needed.
1.03 Greet and screen visitors and calls; determine when incoming calls involve crisis situations and relay information, calls and messages to appropriate staff.	A1	D 25%		3. Community and student concerns.	1.03 Visitors and calls were screened and referred to appropriate staff in a timely manner.
1.04 Schedule appointments and meetings.	A1	W 5%		4. Correct grammar, usage, spelling and punctuation.	1.04 Appointments and meetings were scheduled as needed or directed.
1.05 Communicate with students, parents/guardians, and staff to answer inquiries on various subjects related to school operations.	B2	D 20%		5. Composition of letters and reports.	1.05 Questions were answered accurately.
1.06 Monitor student behavior in the building office and ensure a professional and positive office environment; may supervise students sent to the office for disciplinary interventions.	B2	D 15%		6. Past practices and location of historical information.	1.06 Office environment is calm, orderly and welcoming.
				7. Computer technology.	1.07 Newsletters are designed, organized, copied and sent out in a timely manner.
				8. Record retention.	1.08 Automated notification system messages are prepared and
				9. Office routines.	
				10. Building and District Crisis Management plans.	
				11. Student management system/software.	
				12. Proper telephone etiquette.	
				13. Recordkeeping.	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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1.07 Design, organize, copy and distribute monthly and weekly newsletters to staff, students and families.	B2	W 10%		14. Database program and trouble-shooting technical difficulties.	disseminated as directed.
1.08 Set up and run automated notification system messages to staff and/or students and families.	A1	M 10%		Ability to:	1.09 School/classroom budget management systems are up to date and maintained as directed.
1.09 Maintain school/classroom budgets management systems as directed by the Principal.	B2	W 10%		1. Communicate effectively.	1.10 Data for federal, state, and local reports was collected and prepared in a timely manner.
1.10 Collect and prepare data for federal, state and local reports; including but not limited to: Impact Aid, student discipline/incidents, and attendance.	B2	A		2. Plan and organize.	1.11 Annual student and staff handbooks are edited, prepared and distributed at the start of each school year.
1.11 Complete annual edit, preparation and distribution of student handbooks.	B2	A		3. Manage time.	1.12 Contacted parent/guardian of each student with an unexcused absence by the daily deadline.
1.12 Contact parents/guardians of students with an unexcused absence within designated timeline each day.	A1	D 5%		4. Maintain confidentiality	1.13 Locked and secured the building as required.
1.13 Secure and lock building when required, or as directed.	A1	W 5%		5. Work with statistical information.	1.14 Communicated student updates to District student database manager.
1.14 Communicate with District student database manager to ensure accuracy of student information.	A1	W 5%		6. Perform mathematical operations.	1.15 Provided staff with timely assistance.
1.15 Assist building staff with student database system.	A1	W 5%		7. Work cooperatively.	1.16 Special projects were completed to the satisfaction of the Principal.
1.16 Complete special projects as assigned.	A1	M 20%		8. Make decisions.	
2.00 STUDENT RECORDS MANAGEMENT				9. Establish positive relationships.	
2.01 Maintain student cumulative and electronic files.	A1	D 15%		10. Operate and maintain office machines.	2.01 Student records are orderly and accurate.
2.02 Compile data for report cards, record report card data on the student database system, prepare report cards for printing, print report cards and distribute to students.	A1	Qtrly		11. Perform under stressful situations and with frequent interruptions.	2.02 Report cards are accurate, recorded and distributed within established deadlines.
2.03 Review cumulative files of students transferring to another building within the district or transferring to another school	B2	M 15%		12. Resolve problems.	2.03 Accurately prepare cumulative folders for students transferring to another building within the district or transferring to another school district.
				13. Meet deadlines.	
				14. Demonstrate consistent and reliable attendance.	
				Skill in:	
				1. Typing.	
				2. Filing accurately.	
				3. Operation of office equipment.	
				4. Operation of computer hardware and software	
				5. Using time effectively.	
				6. Maintaining accurate records.	
				7. Organization.	

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district, prepare file for transfer, and mail and/or send electronically to the student's new school.					2.04 Student discipline information is recorded and distributed accurately.
2.04 May record student discipline information in cumulative and electronic files, and send notice to parent as requested by Principal.	A1	W 10%			2.05 Student attendance information is recorded accurately and on a timely basis.
2.05 Review and record student daily attendance information in student electronic files.	A1	D 10%			
3.00 ASSIST WITH PERSONNEL MANAGEMENT FUNCTIONS					
3.01 Edit, prepare and disseminate staff information.	B2	M			3.01 Staff information was prepared accurately and disseminated on time.
3.02 Inventory and order office supplies; design forms as needed; and maintain a neat and orderly office, organizing materials so they are easily accessible.	B2	W 10%			3.02 Inventory is up to date and distributed properly.
3.03 Prepare and disseminate opening day and last day packets for staff.	A1	Bi-A			3.03 Packets are accurate and distributed in a timely manner.
3.04 Manage the inventory of district forms and disseminate them to staff.	A1	W 5%			3.04 Inventory of forms is maintained.
3.05 Check timesheets for accuracy and submit completed timesheets to the Human Resources office.	A1	W 5%			3.05 Time sheets are accurate and sent to Human Resources in a timely manner.
3.06 Process and file leave requests forms for all staff.	A1	W 10%			3.06 Leave Requests are accurate and sent to Human Resources in a timely manner.
3.07 Monitor daily substitute staffing needs and work with substitute staffing provider and Principal to ensure substitute needs are met.	A1	D 10%			3.07 Reviewed daily substitute staffing and communicated with substitute staffing provider to ensure needs are met.
4.00 STANDARDIZED TESTING					
4.01 Assist building and district staff with the administration of federal, state and district standardized tests and assessments.	B2	Bi-A			4.01 Federal, state and district standardized tests are administered in accordance with applicable policies and procedures.
4.02 Attend test administration meetings/training offered by the district.	A1/B2	A			4.02 Attended test administration meetings and training as directed.
4.03 Compose and/or edit testing information and	B2	Bi-A			

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correspondence for parents/guardians, staff and students.					
4.04 Communicate relevant testing information to custodial, food service, and teaching staff.	A1	Bi-A			4.03 Prepare letters for parents/guardians, staff and students regarding standardized tests accurately and in a timely manner.
4.05 Maintain test materials security. Including: inventorying test materials; arranging for secure pick-up and drop-off of test materials; and preparing materials for return shipment.	A1	Bi-A			4.04 Notified appropriate staff regarding relevant testing information.
4.06 Assist with other testing duties as directed by appropriate administrative staff.	A1	Bi-A			4.05 Maintained test security and followed all requirements regarding the security and shipping of test materials.
5.00 FINES, FEES & FUNDRAISERS					4.06 Assisted with other testing duties as directed.
5.01 Collect student fines and fees and issue appropriate receipts.	A1	M 10%			5.01 Collect, record and verify all fines and fees accurately.
5.02 Assist in authorized fund raising activities and collect, record and deposit money for fundraisers.	B2	Qtrly			5.02 Collect, verify and deposit all fundraising money accurately.
5.03 Collect annual yearbook orders and payments, deposit payments and distribute yearbooks.	A1	A			5.03 Collect, deposit and distribute yearbooks money payments and yearbooks accurately.
5.04 Maintain revolving account to include: deposits, disbursements and issuing purchase orders for multiple revolving accounts.	B2	W 10%			5.04 Maintain and manage all building revolving account accurately.
5.05 Balance all revolving accounts with the Business Office on a monthly basis.	B2	M 20%			5.05 Revolving accounts are maintained accurately and balance with the Business Office each month.
6.00 OTHER DUTIES AN SPECIAL PROJECTS AS ASSIGNED					
6.01 Assist with school programs as directed by Principal.	A1/B2				6.01 Assisted with school programs as directed.