

TITLE: Elementary Secretary

QUALIFICATIONS:

1. Typing 60wpm; computer skills
2. Working knowledge of basic office procedures and the operation of common office equipment and machines.
3. Experience and/or college training as a secretary preferred.
4. Ability to deal with interruptions and confidential information.

REPORTS TO: Business Manager

JOB GOAL: Assures the smooth and efficient operation of the K-6 Principal's office so that the maximum positive impact on the education of students be realized.

RESPONSIBILITIES:

1. Acts as receptionist for parents, visitors, and salespersons, etc.
2. Routes mail to elementary building & 4-6 mailboxes.
3. Enters, and keeps current, all student data on student information system (PowerSchool). This includes emergency contact information. Data will be used to generate all necessary reports and NSSRS Data.
4. Enroll new students; send Request for Transcripts from previous school, make up cumulative file folder for each, and send completed withdrawal forms with students transferring out.
5. Collect and keep accessible K-6 class schedules.
6. Record daily absences and make follow-up phone calls to parent/guardian if necessary.
7. Maintain and update patron list for newsletter labels.
8. Copying district newsletter and distributing.
9. Updates K-6 cumulative folders (semester averages, test scores, attendance records and ITBS scores, etc).
10. Performs usual routines and practices associated with office processes; routine correspondence, filing, telephone, errands, messages, etc.
11. Reports daily lunch counts for students and adults to kitchen (from student information system).
12. Records on student information system, daily 4-6 lunch transactions and supervises cafeteria during 4-6 lunch break.
13. Records daily breakfast and lunch transactions for K-3 students and staff.
14. Receives and records meal money from students and staff.
15. Assists with Kindergarten Registration. Obtain list of potential students and demographics from census and mail information to parents.
16. Collect and files Attendance Registers, Grade Books, and other end of the year records.
17. By June 1 of each year, mail physical forms to parents of 6th grade students for 7th grade enrollment.
18. Change voice mail box greetings, as necessary.
19. Print report cards, quarterly awards K-6 presentations; coordinate program agenda.
20. Administer First Aid to students in absence of school nurse.
21. Assists with other special projects as required.
22. Boxtops management.
23. Copy and attach envelopes to Free/Reduced Lunch Forms.

ESSENTIAL FUNCTION: **Regular and reliable attendance is an essential function of the job.**

TERMS OF EMPLOYMENT: Eleven months (August through June) Salary to be determined by the Board of Education.