

BOURBONNAIS ELEMENTARY SCHOOL DISTRICT NO. 53

School District Position Description

JOB TITLE: Secretary

DEPARTMENT:

REPORTS TO: Building Principal

WORK YEAR: Per agreement at time of employment

APPROVED BY: Board of Education

DATE: November 12, 2002

SUMMARY

To support a positive school environment which promotes learning and personal growth for students as well as faculty and staff; to maintain effective rapport with pupils, parents, faculty, staff and community members; to maintain effective procedures ensuring a high degree of organizational productivity. This job description is not intended, nor should it be construed, to be a list of all responsibilities, skills, efforts, or working conditions associated with the job.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES include the following.

Other duties may be assigned.

- Demonstrates excellent organizational, verbal and written communication, and interpersonal skills.
- Is able to make independent decisions regarding planning, organizing, and scheduling of multiple, diverse priorities while adhering to deadlines.
- Exercises good judgment, makes independent decisions, while working effectively with a variety of individuals.
- Demonstrates proficiency and the ability to be a quick learner with a variety of PC-based software packages.
- Takes initiative by being a self-starter, identifies tasks to perform which have not been assigned and follows-up to ensure completion. Able to work with minimal supervision and is dependable and hard working.
- Gives evidence of being a detail-oriented individual with excellent proofreading skills.
- Answers busy telephones and handles/directs calls with tact and diplomacy. Answers questions relating to school schedules, operations and established procedures as requested by staff & outside organizations
- Greets and receives visitors, and directs visitors with excellent customer service skills.
- Performs typical office functions such as setting up and maintaining alphabetical, numerical and/or subject files, maintains building conflict calendars, prepares federal, state and local reports, and maintains accurate attendance records, financial accounts and budgets.
- Takes pride in work and accepts with a positive attitude a variety of secretarial duties assigned by Principal/supervisor.
- Possesses basic First Aid competencies and is able to evaluate and provide initial First Aid response for injuries/illnesses referred to the office and will consult with the Principal and/or Nurse as needed for serious situations.
- Displays loyalty to District No. 53, the School Board and its governance, policies and contracts.
- Supports the Mission and Vision of the District.
- Maintains a professional appearance.

- Maintains a professional and positive rapport with parents/co-workers/administration/School Board.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High School diploma with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks. Previous experience is expected in the area of Customer Service.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students. Ability to communicate clearly and concisely, both orally and in writing.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Ability to perform duties with awareness of District requirements and Board of Education policies.

***PHYSICAL DEMANDS** The physical demands described here are representative (customarily associated with) of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally may lift and/or push up to 40 pounds. Occasionally the employee will be required to type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The noise level in the work environment will vary. The employee continuously interacts with the public and the staff and occasionally meets multiple demands from several people.

***WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.