

TITLE: Secretary

FLSA Status: Non-Exempt

REPORTS TO: District/Building Administrator

BASIC FUNCTION: The School Secretary supports the smooth operation of the school by handling administrative tasks such as answering phones, managing student records, assisting staff, and welcoming visitors. This role helps the principal and teachers with scheduling, communications, and organizing school events, ensuring the building runs efficiently and all school needs are met.

TERMS OF EMPLOYMENT: Letter of Assignment

ESSENTIAL FUNCTIONS:

1. Manage an office or department's administrative activities that do not require the administrator's immediate attention
2. Handle communications among parents, community, teachers and school administrators
3. Maintain paper and electronic filing systems for records and messages
4. Route and distribute incoming mail and email
5. Answer routine letters, emails and phone calls
6. Reply and attach files to incoming messages
7. Resolve customer complaints or inquiries regarding policies and procedures
8. Complete forms in accordance with company procedures
9. Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
10. Answer phone calls and direct calls to appropriate parties or take messages
11. Compile and coordinate data as necessary
12. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
13. Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work
14. File and retrieve corporate documents, records, and reports
15. Open, sort, and distribute incoming correspondence, including faxes and email
16. Use computers for various applications, such as database management or word processing
17. Create, maintain, and enter information into databases
18. Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material

19. Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions
20. Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs
21. Complete forms in accordance with company procedures
22. Make copies of correspondence or other printed material
23. Receive payment and record receipts for services
24. Assists with other duties as assigned

HIRING SPECIFICATIONS:

Required:

- Strong communication and organizational skills.
- Ability to multitask and manage time efficiently.
- Maintain confidentiality and handle sensitive information with discretion
- Ability to sit and remain alert while driving for long periods of time

Desired:

- Experience in office administration or as a secretary preferred.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
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Education/Experience:

1. High School Diploma
2. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS:

Postures/Positions	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Sitting				X
Standing		X		
Walking			X	
Bending/Stooping			X	
Squatting/Crouching		X		
Kneeling		X		
Crawling	X			

Climbing Stairs			X	
Reaching Forward				X
Reaching Above Shoulders		X		
Grasping (holding)				X
Gripping (forceful)			X	
Pinching		X		

Lift Floor to Knees	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds			X	
11-20 pounds			X	
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Knees to Waist	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Waist to Shoulder	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Above Shoulder	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds			X	
11-20 pounds			X	
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Pushing/Pulling (lbs force)	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Working Environment	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Indoors				X
Outdoors			X	
Extreme Heat		X		
Extreme Cold		X		
Dust		X		
Fumes		X		
Vapors		X		
Noise				X

Legend for Frequency:

- **Constant:** 6-8 hours per day
- **Frequent:** 4-6 hours per day
- **Occasional:** 2-4 hours per day

- **Rare:** Less than 2 hours per day

The Bettendorf Community School District does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status. The district is an affirmative action/equal employment opportunity employer.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.