

Position Title: Building Secretary (Elementary/Secondary)

Reports To: Building Principal

Job Goal: To support the Administration and the goals of the District in a professional manner that provides a positive environment for students, staff, and the general public.

Preparation, Experience, Skills:

- Community College/Business training or related experience preferred. Ability to take instructions and interact positively with others.
- Ability to obtain a satisfactory statement of health as required by law.
- Demonstrate proficiency in the use of:
 - * General office equipment
 - * Computers (IBM, Macintosh)
 - * Word processing, database and spreadsheet software
- Demonstrate aptitude to learn advanced technology.
- Demonstrate a willingness to be trained to assist with staff/ student health services.
- Participate in 12 hours of in-service/workshop activities annually.

Principal Duties:

- Perform the usual office routines and practices associated with a productive and smoothly run office.
- Maintain an accurate daily teacher's attendance record as related to substitute teachers employed.
- Receive and account for all monetary transactions handled by the principal's office.
- Receive visitors and maintain a log of all volunteers and visitors.
- Maintain an appropriate inventory of supplies for teacher and office use throughout the year.
- Proofread and publish the building newsletter with appropriate graphics.
- Assist in the distribution of student medication and maintenance of an accurate medical log.
- Handle all contacts, communications and conversations as confidential and direct people to the appropriate department to assist them.
- Supervise and document students sent to the office for disciplinary actions.
- Prepares reports, memos/letters, presentations, databases, spreadsheets and yearly attendance reports (BEDS, ADA, ADM) as deemed necessary by the principal.
- The above list of duties is not all-inclusive.

Physical Demands: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, see, and walk to carry out routine duties. Must be able to bend arms, torso, and neck. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.

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.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, or the public. May include evenings. Direct responsibility for the safety, well-being, and work output of students.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment:

12-Month Employee
Salary Grade: 6 (Elementary)
7 (Secondary)

Date of

Revision:

12/3/1998
04/22/2026

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please

contact the Executive Director of Human Resources
401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246