COLLINS-MAXWELL CSD
Job Title: **MS/HS BUILDING SECRETARY**

Reports To: Building Principal
FLSA Status : __X___ Non-exempt _____Exempt Status:
__X___ Full Time _____ Part-Time
__X___ Hourly _____ Salary
Date Revised: 11/2026

Basic Function:
To assist and relieve the principal of paper work so that the principal may devote maximum attention to the central problems of education, education administration, and supervision.

Secretarial functions:

1. Support to the building Principal/Accounts Receivable.
2. Perform usual office duties.
3. Maintain confidentiality in the school operation.
4. Maintain such student records as shall be required.
5. Receive and route all incoming calls.
6. Maintain a daily attendance log for students, teachers, and substitutes. Maintain contact information and daily substitute folders prepared.
7. Knowledge with FRONTLINE and Time Management.
8. Maintain a weekly or monthly report on excessive student absences for the principal's use.
9. Assist teachers in preparing instructional materials as requested.
10. Maintain a log of visitors to the school.
11. Operate word processors, computers, calculators, copies, and facsimile machines.
12. Update Infinite Campus student database with student information and according to Dept. of Education requirements. Maintain a current and updated data base. Work with Infinite Campus Administrator on responsibilities and procedures.
13. Coordinate and maintain cumulative folders and special education files.
14. Grade Reports
15. Supply Inventory
16. Maintain, balance, and reconcile petty cash.
17. Collect money for lunches and send daily deposits to business office no later than 3:00 p.m. (send daily on pm shuttle bus if in different building)
18. Responsible for collection of all student fees for students in the building. Send past due notices weekly and /or monthly throughout the year, make phone calls to parents.
19. Ensure all student registrations are completed for the beginning of the school year, communicate with families via emails, phone calls, etc.
20. Coordinate and file all parental notes, excuses and bus changes.
21. Maintain and follow all parent requests for, but not limited to additional grade reporting, conferences, etc.
22. Fulfill the duties of the nurse in her absence when possible. Distribute medications to students based on policy when needed.
23. Keep the principal informed of upcoming calendar events.
24. Distribute all copies of informational notices, menus, etc. to parents, staff, etc. by regular mail, email, fax, etc.
25. Coordinate parent conferences with emails and communication to parents.

26. Complete all accident reports and file with the nurse, principal, superintendent, and business office.
27. Maintain current faculty, family, and student lists.
28. Forward proper transfer materials on a timely basis.
29. Adhere to applicable state and federal laws, rules and regulations, board policies, and administrative rules.
30. Collect, record, and report all transactions for the lunch program.
31. Demonstrate organization and professionalism in fulfilling the responsibilities of the job.
32. Greet students, staff, and visitors courteously.
33. Cooperate with and work in a courteous manner with co-workers and other personnel.
34. Dress appropriately for the position and work required.
35. Demonstrate a positive attitude toward school, students, and job and communicate the same to the community.
36. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
37. Organize MS Awards Day/8th grade promotion, including ordering and printing certificates, putting together & printing programs and other necessary duties.
38. Organize HS Awards Day, includes ordering supplies & pins, printing programs & certificates, and communication with staff.
39. Assist with the graduation ceremony by working with the Principal and Guidance Counselor. Includes programs, scholarships, medals, and honors coordination.
40. Communication of honor roll list for publications.
41. Miscellaneous duties as assigned.

Schedule Expectations:

186 Contract Days
2 PTO Days

Specifications/Qualifications:

High School Diploma.
Strong organizational skills.
Proficient in Microsoft Office & Google Workspace applications.
Strong written and oral communication skills
Ability to communicate effectively with students, co-workers, & administration
Previous office or administrative experience
Able to multi-task and meet required deadlines.
Organization skills and attention to detail.