

JOB DESCRIPTION

JOB TITLE: **Building Secretary**

REPORTS TO: **Building Principal**

DEPARTMENT: **Support Staff**

I. NATURE AND SCOPE OF JOB:

To assure the smooth and efficient operation of the school office. To assist the principal in the organization and operation of the day-to-day activities, while promoting an atmosphere conducive to the effective operation of a school. To insure optimal services are made available to staff, students, and parents. To provide confidential secretarial work requiring good judgment and discretion to ensure positive communication.

II. JOB FUNCTIONS:

1. Answer phones and greet visitors in a courteous manner.
2. Prepare written documents as requested by the principal; such as requisitions, correspondence, school handbooks, academic/activity programs, newsletters, meeting agendas, charts, graphs, etc.
3. Distributes mail.
4. Records and delivers messages.
5. Makes announcements.
6. Administers first aid to students in the absence of a nurse. Notifies parents and/or nurse if necessary and files an injury report.
7. Maintains school machines as needed.
8. Maintains student cumulative files, prepares filing, student transfer forms, activity accounts, time cards, absence statements, attendance (twice daily), daily and monthly lunch reports, nine-week & 60-day attendance reports, District/Building inventories (collect classroom inventories from teachers).
9. Inventories building keys.
10. Assists in year-end check out.
11. Files all correspondence, district forms, catalogs as needed.
12. Maintains files of grant-related materials.
13. Perform other duties as assigned.

III. EXPECTATIONS:

1. Maintain confidentiality in all matters of the district.

2. Maintain a positive attitude that supports the District Vision and Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Responsible for adhering to District policies.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Ability to act as liaison to Central Office and other school office secretarial staff and principals.
2. Ability to apply word processing and data base software
3. Knowledge in record keeping, filing, and correspondence.
4. Knowledge of basic first aid applications.
5. Knowledge of general office equipment.
6. Adheres to district and building policies and procedures.
7. Ability to establish and maintain cooperative and effective relationships with others.
8. Maintains a clean and orderly office daily.
9. Assists in the operation of the school day.
10. Ability to be compassionate or firm with students as necessary.
11. Ability to employ reasoning skills and problem-solving strategies.
12. Demonstrates safety applications.

B. Education and Experience:

1. High School Diploma or equivalent
2. Typing 60 + WPM essential- (typing is limited, other than letters and short documents).
3. Computer experience- (word processing, spreadsheet, data base).
4. Previous business experience
5. First aid training
6. Annually pass Bloodborne Pathogens and Sexual Harassment training.
7. Hold a valid driver's license and meet District insurance qualifications.

C. Physical Demands:

1. Ability to tolerate physical demand specifically related to and necessary for performing all functions associated with the position.
2. Ability to be mobile.

3. Have the visual acuity and stamina to work at a computer monitor throughout the work day
4. Ability to walk, stand, and sit for long periods of time without fatigue.

D. Environmental Demands:

1. Air-conditioned building
2. Fluorescent lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing all position functions.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinators are Debi Gaines.

8/13/09
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