

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: 10 Month Secretary
Department: Elementary or Secondary Education
Reports to: Building Principal
Classification: RAVE 4
Exempt Status: Non-Exempt

Job Summary: The 10 – Month Secretary serves as the primary point of contact for students, families, staff, and community members, ensuring a welcoming, organized, and efficient school office environment.

Duties and Responsibilities

- Serve as the main point of contact for incoming phone calls, in-person inquiries, and email communications, including triaging and resolving complex or sensitive issues
- Provide accurate information and timely assistance to students, families, and staff
- Distribute incoming and outgoing mail and manage general office flow
- Process and maintain accurate student attendance records, including reviewing absence reports, voicemails, and submitted forms.
- Communicate with families to verify absences and ensure compliance with attendance policies.
- Maintain and update student records, ensuring accuracy and confidentiality.
- Update and manage classroom rosters and enrollment data throughout the school year.
- Process student enrollments, withdrawals, and annual registration updates.
- Assist with census data collection and reporting requirement
- Serve as the primary contact for transportation-related inquiries and discrepancies.
- Coordinate daily student dismissal changes and communicate updates to staff and families.
- Arrange transportation services, including specialized situations such as daycare arrangements or housing instability.
- Assign substitute staff daily, ensuring adequate classroom coverage.
- Coordinate field trip logistics, including attendance tracking and scheduling.
- Support and coordinate after-school programs and student activities.
- Maintain student behavior records and assist with data collection and reporting
- Perform other duties of a comparable level or type, as required

Education and/or Experience

- High School Diploma or equivalent
- 1-2 years of experience in a school office setting preferred

Knowledge, Skills & Abilities

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills
- Strong problem-solving skills and ability to respond quickly to changing situations.

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- Ability to remain calm during stressful situations

Physical Demands:

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves frequent typing and repetitive hand motions operation computers or other technology equipment
- Position involves occasional lifting up to 10 pounds of office supplies or mail

Work Environment

- Normal office conditions
- Position may travel between buildings as needed

Note: This job description is not intended to be all-inclusive. The Rosemount Apple Valley Eagan School District reserves the right to modify duties and responsibilities as needed to meet the needs of the district.