

Elkhart Community Schools

Position Description

Position Title:	Middle School Assistant Secretary
Qualifications:	<i>Required:</i> High school diploma or equivalent, previous office experience. Excellent computer skills; ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; work collaboratively and cooperatively; and handle confidential information. Ability to handle situations under pressure and meet deadlines. Demonstrated accurate document preparation, record keeping, and data entry experience; Must maintain good public relations in working with school personnel and the public. <i>Desired:</i> Ability to speak Spanish and experience working in an urban school setting.
Department:	Building
Reports to:	Principal
Prepared by:	Secretarial Committee
Approved by:	W. Douglas Thorne
Date: 11/07/2022	

SUMMARY: Effectively and efficiently perform clerical and school duties assigned by the building principal. Served as clerical support to building administration and as a facilitator for the school/public in communicating information, problem-solving, and record-keeping to enhance the school's ability to meet the needs of students, staff, and school community.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned):*

1. Prepare attendance sheets;
2. Update attendance sheets the following day regarding tardiness, excused absences, unexcused absences and trancies.
3. Verify suspected trancies and absences.
4. Prepare and mail truancy letters.
5. Handle all matters pertaining to student attendance.
6. Prepare legal notices and monitor student attendance for excessive absences.
7. Maintain student discipline records.
8. Perform record-keeping activities related to student discipline, including, but not limited to, in-school suspension, lunch detention, and expulsion.
9. Prepare the following Elkhart Community Schools (ECS) reports:
10. Student suspension reports/notices.
11. Accounting reports for all students.
12. Prepare and send out letters to parents/guardians pertaining to smoking/vaping.
13. Prepare and send out *Student of the Month* letters to parents/guardians, on a monthly basis.
14. Take appropriate actions in the absence of the school nurse for ill or injured students and be knowledgeable of proper first-aid procedures and school health regulations.
15. Answer a multi-line phone system, directing calls to appropriate offices or answering questions as appropriate.
16. Perform such duties, which are usually the responsibility of other secretaries, during peak workload times or in the absence of the other secretaries.
17. Maintain appropriate confidentiality in all matters.
18. Exhibit a pattern of regular and timely attendance.
19. Other duties as assigned and required for the successful operation of the building and Elkhart Community Schools. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Evaluation Process: The secretary will be evaluated annually by the Building Principal.

Terms of Employment: School-year employee. Salary and fringe benefits as per board policy.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: *Required:* High school diploma or equivalent, previous office experience. Excellent computer skills; ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; work collaboratively and cooperatively; and handle confidential information. Ability to handle situations under pressure and meet deadlines. Demonstrated accurate document preparation, record keeping, and data entry experience; Must maintain good public relations in working with school personnel and the public. *Desired:* Ability to speak Spanish and experience working in an urban school setting.

Language Skills: Ability to clearly communicate with others. Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for employees and communications to employees. Ability to speak effectively before parents, staff and students.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills: Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ratio, and percent.

Other Skills and Abilities: Experience working with computers is necessary. Windows and Google tools training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties 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 continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; reach with arms and hands; talk and hear on the telephone and in other interactions. The employee must frequently lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.