



Employer is Edustaff – all applications must apply and pass the Edustaff screening process to be placed. If a placement offer is made, the employment relationship will be considered an “at will” employment relationship with Edustaff, not with the district. There will be no contractual relationship or promise made concerning your worksite placement at the district.

Employee Job Description

Job Title: School Secretary

Job Summary:

The School Secretary provides administrative and clerical support to the principal, staff, students, and parents while ensuring efficient daily operations. Responsibilities include maintaining student records, processing enrollment and attendance data, coordinating communication between school departments, and assisting with budgeting and payroll tasks. The School Secretary also serves as a liaison for transportation and nutrition services, monitors school visitors, and support emergency response procedures. Through strong organizational skills and professionalism, they create a welcoming and well-managed school environment.

Essential Functions (May include, but not limited to):

1. Assist the principal by managing clerical tasks, maintaining appointment calendars, preparing reports, and handling correspondence.
2. Serve as a registrar by processing enrollment documents, verifying records, tracking immunization and academic requirements, and handling student transfers.
3. Maintain and verify student attendance records, process absences, admit tardy students, oversee sign-out procedures, and generate require attendance reports.
4. Update student records with grades, test scores, emergency contacts, and other necessary information.
5. Assist building teachers with conference scheduling.
6. Schedule student transportation, address parent concerns, process special transportation requests, and collaborate with the Transportation Department.
7. Review and process free lunch applications, track lunch counts, maintain payment records, and prepare deposits for school meal programs.
8. Track staff leave requests, ensure compliance with district positive, and complete payroll reports for school personnel and substitutes.
9. Act as the first point of contact for students, parents, and visitors, answer inquiries, provide school-related information, and assist new staff and volunteers.
10. Ensure campus security by monitoring visitors, implementing emergency response radio procedures, and handling crime reporting requirements.
11. Support the principal and counselors by managing necessary documentation for student discipline, including 504 and expulsion paperwork.

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12. Generate and update digital files, attendance systems, and school records using email, scanners, and other technology.
13. Handle supply requisitions, maintain inventory, oversee student workers, administer first aid, and assist with emergency services coordination.
14. Communicate effectively with students, parents, staff, and the broader community in a professional and supportive manner.
15. Perform additional duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

High school diploma or GED required. Associate's degree in business related field preferred.

Experience:

Previous clerical experience required. Minimum 3 years of related experience preferred. Previous school experience preferred.

Skills:

Demonstrated intermediate computer skills. Experience with Microsoft Office products, and other office equipment. Demonstrated ability to speak clearly and concisely in both oral and written communications.

Other requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Criminal background check, including national and local clearance 2) 5-panel drug screening to ensure drug-free workplace.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions 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.

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Special Job Considerations:

Salary Schedule: \$18.00 per hour, 40 hours per week, 211 to 220 days per year

(dependent on building placement), no benefits

Immediate Supervisor: School Building Principal

Date: 2/25/2025

TM: tvs

Acceptance of any placement offer will be considered an “at will” employment relationship with Edustaff, not the District. There will be no contractual relationship or promise made concerning your worksite placement at the District beyond the specific relational definitions outlined in the Edustaff documents. Ultimately, either you or Edustaff can terminate the employment relationship with no cause at any time.