

# Lead Secretary – Lincoln Elementary

## Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

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**Range:** II

**Supervisor:** Principal

**Work Schedule:** 7.5 Hours Per Day/37.5 Hours Per Week/12 Months Per Year

**Basic Job Function:** Perform routine clerical duties and operate the central office of school in accordance with established procedures.

### Education and Experience:

High school diploma or GED required

Post-secondary courses beneficial

Related Experiences

Knowledge of basic work area operations and procedures

*This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.*

### TYPICAL DUTIES

Handle the needs of children, faculty, staff or parents as directed by the Building Principal

Maintain files and general records of the school

Type correspondence, reports and records

Operate office machines

Maintain attendance data for students and staff

Prepare teacher packets

Answer telephone and relay messages

Operate communication equipment

Sort and route mail

Administer first aid and medication when nurse is absent

Order and issue supplies

Keep the building principal apprised of items important to his/her work

Perform general bookkeeping

Assist with kindergarten enrollment

Produce necessary absentee cards/report forms for teachers

Track and determine student unlawful absences and type legal notices and other related correspondence for principal

Send records and transcripts as requested

Perform opening exercises and announcements

Announce buses at the end of the day

Verify invoices for the principal before he/she approves to send to Business Office

Type confidential teacher observation

Perform budget implementation and tracking

Assign duties for Assistant Secretary

Prepare bid documents for equipment, supplies and services, prepare comparison of bids received and assist in evaluating bids

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- Notify job applicants when position has been filled
- Be responsible to collect lunch applications and send to the Food Service Office
- Report daily attendance and transfers or enrollments changes to Food Service Staff
- Strive to continually improve skills using appropriate methods
- Perform other duties as assigned by Supervisor

### **ESSENTIAL SKILLS**

#### **Physical Demands - Employee must be able to:**

- Stand for limited periods of time
- Sit for extended periods of time
- Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.
- Use hand strength to handle objects, tools, or controls
- Perform light lifting - up to 25 pounds
- Have the manual dexterity to prepare documents and use office equipment
- Perform repetitive movement of fingers and hands for keyboarding
- Climb/descend full flights of stairs

#### **Sensory Abilities - Employee must have the ability to use:**

- Visual acuity to read
- Visual, verbal, and hearing acuity to interact with others
- Interpersonal skills to communicate effectively with others
- Appropriate language
- Proper manners

#### **Work Environment - Employee must be able to:**

- Function effectively in a variety of conditions
- Primarily work indoors
- Perform effectively in a noisy environment
- Maintain a safe and sanitary environment

#### **Temperament - Employee must be able to perform:**

- Effectively in a collaborate team environment
- Cooperatively, congenially and be service-oriented
- In an environment with frequent interruptions
- Under various pressures
- Effectively with people of various ages
- Patiently, maturely, and be caring with others

#### **Cognitive Ability - Employee must have the ability to:**

- Follow written and verbal directions
- Complete assigned tasks with minimal supervision
- Perform independently within the limits of assigned responsibility
- Independently make work-related decisions
- Operate the building in the absence of other authority
- Organize and manage your work area
- Handle stressful situations with others
- Give instructions to others

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- Be self motivated
- Manage and prioritize multiple tasks effectively
- Assess how others can benefit from your help
- Use correct grammar, sentence structure and spelling
- Use written communication effectively
- Perform mathematical computations
- Be flexible in dealing with others

### **Specific Skills - Employee must have the ability to:**

- Learn and use new technology effectively
- Implement changes
- Format various reports for clarity and content
- Appropriately handle confidential information
- Create and understand accounting entries
- Analyze general and subsidiary ledger accounts
- Use leadership skills and managerial skills
- Utilize knowledge of various equipment
- Schedule and perform routine operations
- Supervise and instruct others in various activities
- Handle routine and emergency situations effectively
- Be flexible
- Know basic first aid
- Follow a time schedule

### **License:**

None required

### **Comments:**

- Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy.
- Strive constantly to promote the safety, health, and comfort of students, teachers, and staff.
- Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving office/building environment and complete the necessary daily operational duties.
- Must be friendly, helpful, and patient while working with children to make the classroom a positive learning experience. Also must have the ability to interact effectively with parents.

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**Evaluation:** The employee will be evaluated annually according to Board Policy #512.

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### ACKNOWLEDGMENT:

**Employee:** The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/Administrator: \_\_\_\_\_

*The Gettysburg Area School District is an Equal Opportunity Employer.*