

8/17/00

CLASS CODE 7775

TITLE: School Secretary - Elementary

CLASSIFICATION: School Secretary I - Elementary

EMPLOYMENT: 205 Days

QUALIFICATIONS:

1. High school diploma, a G.E.D. certificate, or demonstrated progress toward obtaining a G.E.D.
2. Two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.
3. Has met health requirements as specified in district personnel policy.
4. Must meet the requirements of a criminal record check as specified by Kentucky state law.

JOB GOAL:

To perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in routine administrative tasks and coordinate school office activities and to perform public relations and communications services for the Principal.

REPORTS TO:

Principal

CRITICAL SKILLS/EXPERTISE REQUIRED:

Knowledge of:

1. Modern office practices, procedures and equipment.
2. Record-keeping techniques.
3. Health and safety regulations.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. Telephone techniques and etiquette.
6. Operation of standard office machines including computer equipment.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.
9. Basic first aid techniques.

ESSENTIAL JOB FUNCTIONS:

Ability To:

1. Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
2. Perform public relations and communications services for the Principal.
3. Add, subtract, multiply and divide quickly and accurately.
4. Understand and follow oral and written directions.
5. Compose correspondence independently.
6. Complete work with many interruptions.
7. Type at an acceptable rate of speed.
8. Work independently with little direction.
9. Establish and maintain cooperative and effective working relationships with others.
10. Learn, interpret, apply and explain rules, regulations, policies and procedures.
11. Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.
12. Understand and work within scope of authority.
13. Maintain good public relations with students, parents, teachers and the public.
14. Meet schedules and time lines.
15. Plan and organize work.
16. Train and provide work direction to others.
17. Compile and maintain accurate records and prepare reports.
18. Communicate effectively both orally and in writing.
19. Administer first aid to ill or injured students.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate a variety of office activities to assist the Principal with administrative tasks.
2. Prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
3. Serve as secretary to the Principal.
4. Compose routine correspondence independently.
5. Prepare, type and distribute communications and minutes of meetings.
6. Schedule appointments and meetings as requested.

7. Receive, open and route mail.
8. Train and provide work direction to clerical personnel and student workers as assigned.
9. Monitor workflow and adjust duties to complete assignments in a timely manner as assigned.
10. Provide information concerning school policies, procedures, actions, activities and schedules as appropriate.
11. Maintain school calendar and serve as a coordinator of events.
12. Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities.
13. Prepare and maintain related records, files and logs.
14. Collect and account for monies collected in conjunction with school activities.
15. Secure monies and process according to established procedures.
16. Administer first aid to ill and injured students.
17. Contact the school nurse, parents or public safety agencies as appropriate.
18. Register, release or transfer students.
19. Complete enrollment information and database.
20. Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment, and other school office machines.
21. Requisition, receive, store and distribute supplies and office materials.
22. Maintain materials and equipment inventory as assigned.
23. Provide clerical assistance to faculty and staff as needed.
24. Orient new and substitute teachers by providing directions, keys and instructional materials.
25. Check free and reduced applications before forwarding to School Food Service office.
26. Establish and maintain a list of paid students, which must be updated daily based on entries, re-entries, transfers or withdrawals.
26. Update School Food Service personnel of all entries, withdrawals, and transfers.
27. Send paid list to School Food Service office by the first day of the month.
28. Give a new copy of the paid list, along with the free and reduced list, to the cashier as soon as possible after the month ends.
29. Promotes job and loyalty to organization by actions which indicate a spirit of pride for job and the organization for which employed.

30. Arrives early to assure he/she is ready to work at starting time.
31. Is consistently responsible and displays an attitude of honesty and credibility.
32. Eliminates personal business transactions during work hours.
33. Is neat and appropriately dressed.
34. Maintains desk and work area in a neat and organized manner.
35. Continually improves professional growth.
36. Answers telephone in addition to taking and relaying messages or transferring calls to appropriate personnel.
37. Receives the public tactfully and courteously.
38. Works confidentially with discretion.
39. Performs other duties consistent with the position as assigned by the Principal or School Food Service Director.