

MARION COUNTY JOB DESCRIPTION

Position Title: Secretary, Elementary

Department: Building

Reports To: Principal

Approved By: Marion County Board of Education Date: December 2010

SUMMARY: Serves as secretary to the principal and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and building permits.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Makes and receives telephone calls, takes messages, routes calls.

Maintains school records and files for building, principal and related requirements.

Distributes mail.

Greets visitors.

Types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs.

Orientates substitute teachers.

Takes/transcribes notes for correspondence.

Provides appropriate first aid needs.

Orders, processes, and maintains office materials and equipment.

Serves as confidential secretary to the principal.

Administers medication according to policy and regulations.

Operates standard office equipment.

Takes in-service training as stipulated by contract.

Distributes community/district flyers.

Accepts money for lunch tickets and maintains roster of eligibility of students for reduced and free lunches, prepares deposits and maintains records to verify such deposits.

Keeps time and attendance cards on all building personnel, maintains a record of leaves taken.

Maintains up-to-date roster of substitute teachers

Maintains a log of visitors to the school

Maintains a log of children who are picked up by parents for appointments during the day.

Maintains records for and prepares weekly, monthly, and annual reports.

Attends meetings and conferences relative to school office procedure.

Maintains up-to-date schedules on all building personnel.

Prepares various informational bulletins for distribution to parents.

Prepares requisition forms, etc., necessary for the school operation.

Keeps accurate records of all income and disbursements.

Provided clerical assistance to school counselor when needed.

Performs any other duties and assumes other responsibilities as assigned by the principal.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Superintendent and the Board.

SUPERVISORY RESPONSIBILITIES: None.

***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: High School diploma or general education degree (GED); two to three years related experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 55 words per minute. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. 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 functions 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 regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel crouch, or crawl. The

employee occasionally lifts and/or push up to 50 pounds. Specific vision abilities required by this job include close vision, distance, vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 to loud.

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

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