



## Job Description

<b>Title:</b>	Elementary School Secretary/Receptionist
<b>Qualifications:</b>	H.S. Diploma or GED; or an associates degree or higher in a business or related field. Office experience required. Must be able to effectively deal with the public and staff both in person and on the phone.
<b>Reports To:</b>	Principal
<b>Terms:</b>	190 days
<b>Pay Scale:</b>	Secretary Bookkeeper Schools 7.0
<b>FLSA Status:</b>	Non-Exempt

### ESSENTIAL FUNCTIONS:

- Greets and receives visitors to the school and directs them to the proper person.
- Receives all telephone calls to the school, screens calls, and takes messages when necessary.
- Distributes daily mail from post office and district mail.
- Makes copies, sends and receives facsimiles.
- Maintains files for principal.
- Schedules appointments for the school administrators.
- Responsible for correspondences for school administrators.
- Responsible for maintaining office equipment.
- Prepares materials for teachers at opening of school year.
- Compiles materials for teachers' final clearance at the end of school year.
- Checks out teachers at end of school for final clearance.
- Prepares certain reports for the District Office and State Department of Education.
- Manages reservations for use of the school facilities.
- Maintains sign in/out books for support staff and faculty.
- Attends to sick or hurt children in the absence of the school nurse and recommend dismissal of children.
- Signs students in and out of school in the absence of the school attendance clerk.
- Attends professional development sessions and presents at the school level when necessary.
- Supervises students sitting in the waiting area.
- Assists the principal in carrying out duties customary to the administrative office.

### ADDITIONAL DUTIES:

- Performs other related tasks as assigned by the Principal, Superintendent or other district office administrator as designated by the Superintendent.

### Language Skills:

#### VISION

*The School District of Marlboro County will partner with all stakeholders to develop responsible citizens, lifelong learners and global leaders.*

#### MISSION

*The mission of Marlboro County School District is to provide a quality education and enable all students to achieve their highest potential.*

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to deal with problems involving a variety of concrete variables in standardized situations.

**Other Skills and Abilities:**

Ability to pass a District typing test. Ability to operate a personal computer and related software. 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 the 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, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

**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 quiet. The employee is continuously interacting with the public and staff.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

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**EEO STATEMENT**

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____

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