

# **METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP JOB DESCRIPTION**

## **245 SCHOOL SECRETARY/TREASURER**

### **Performance Responsibilities:**

1. Serves as the Principal's secretary and manager of front office.
2. Greets all guests and patrons and determine their specific needs while exhibiting invitational practices.
3. Exhibits strong interpersonal and written communication skills.
4. Maintains an efficient and productive front office.
5. Reviews and screens incoming correspondence and communications routed to the school administrator.
6. Refers specific communications or correspondence to appropriate staff members for the gathering of data for the administrator's review.
7. Initiates follow up activities to endure the operational time lines are met.
8. Arranges correspondence for supervisor's personal reply with appropriate background materials.
9. Independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
10. Review outgoing correspondence and other materials to ensure consistency with polices, regulations, operational procedures, formatting grammatical construction, and punctuation.
11. Takes notes of meeting and conferences, and prepares an accurate summary.
12. Takes and transcribes dictation pertaining to a wide variety of subject areas, including material that may be of a privileged or sensitive nature.
13. Serves as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts.
14. Prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the office operational functions.

15. Assists in the scheduling of school facilities pertaining to civic center use.

16. Payroll/Substitutes

- Collect payroll sheets from all non-certified employees and verify information to send to payroll department: Secretaries, custodians, instructional assistants, and lifeguards.
- Check in all substitute teachers; maintain payroll records to send to payroll department: approximately 40 per week.
- Keep track of all certified staff absences and process summary paperwork for payroll department.
- Collect and process payroll sheets for Administrators.

17. ECA Booking

- Maintain all ECA records.
- Collect and deposit all ECA funds.
- Process all ECA checks.
- Balance ECA books monthly and process all year end reports.

18. Book Rental

- Review calculations and enter all book rental fees in the computer.
- Print and mail all book rental statements to parents twice a year.
- Collect all book rental fees and make necessary deposits.
- Issue refunds and transfer funds to ASC.
- Process all delinquent fees for collection.

19. Budget

- Process all requisitions for general budget.
- Maintain all budget records, order all textbooks and maintain Coke accounts.

20. Enrollments/Withdraws

- Process and mail book rental statements for all new enrollments throughout the year.
- Process all outstanding fees on withdrawals; prorate book rental fees, process paperwork for any lost books and other miscellaneous items. Mail letter if parents are not present at the time.

21. Miscellaneous Fee Collections

- Maintain teacher permanent record files
- Maintain supply of insurance forms and benefit information
- Process all printing requests and maintain business forms for the entire building.
- Order and maintain all office and Scantron supplies for the entire building.
- Maintain fax machine and disburse all faxes.
- Maintain job posting board

22. Any other duties as assigned by the Principal.