POSITION DESCRIPTION

POSITION TITLE: Building Secretary

LOCATION: All locations

REPORTS TO: Principal

PRIMARY FUNCTION: Performs complex secretarial duties and assists the Principal in the execution of policies and procedures.

QUALIFICATIONS:

1. Certification: N/A

2. Education:
   A. Required – High School diploma supplemented by university level courses in business administration, secretarial science or related courses. Must pass secretary proficiency tests.
   B. Preferred – Associates Degree

3. Experience:
   A. Required – Five years considerable experience in responsible and varied administrative, secretarial and clerical work including some experience providing management level secretarial assistance; or any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities to be successful in the position. Minimal Spanish speaking required to assist parents, students, etc.
   B. Preferred – Experience working at the elementary school level.
   C. Preferred - Spanish

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Performs usual office routines. Maintains such student records as shall be required (Cum folders, special ed folders, health records, 504 plans, etc.) Handle student registration functions, if applicable. Types a variety of materials such as letters, student records, reports, memos, monthly statements, etc., from rough drafts or corrected copies. Verifies totals on report forms, requisitions, and proofreads work. On a daily basis, works with central office to ensure that substitute teachers are placed in open positions. Responsible for the purchase order processing for the school as well as other administrative processes. Interacts and works with central office to ensure that all administrative requests, requirements, and paperwork from central office are met.

Receives and routes all incoming calls and mail. Maintains on a daily basis the teacher attendance and the associated records. Coordinates with Human Resources substitute teachers needed for employees who are absent. Manages database systems (AESOP, PowerSchool, Infinite Visions, etc.) Assists teachers in preparing instructional materials as requested. Maintains a log of visitors to the school as well as the staff Log In/Log Out book. Also, maintains supplies.
OTHER PERFORMANCE RESPONSIBILITIES:

1. Attend professional development as required to learn processes/procedures that will assist in performing functions; improve the performance of functions or to assist other language speaking individuals.
2. See Knowledge, Skills and Abilities section for additional performance functions.
3. Assist in other areas as needed.
4. Complete other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Technical: Considerable knowledge of business English, spelling, punctuation and math. Knowledge of the principles and methods of office management and of modern office procedures, systems and equipment. Knowledge of regulations, procedures, and services of the School. Ability to keep complex records, to assemble and organize complex data, and to prepare reports from such records. Ability to effectively utilize Microsoft Word, Excel, and PowerPoint in order to perform daily functions. Ability to type accurately and rapidly and to compose effective and accurate correspondence on a computer using a word processing program. Able to use Excel to assist in building budgeting processes.

Interpersonal: Ability to work independently on responsible and confidential administrative assignments and secretarial tasks. Ability to deal with teachers, staff, students, and visitors tactfully and courteously. Ability to provide solid customer service on the phone and in person by addressing individuals by name and providing your name as well. Ability to follow directives and take initiative. Ability to problem solve, handle conflict with resolutions, provide excellent customer service to students, parents, staff and the community. Ability to have a harmonious relationship with every individual that comes in contact with the school, including students, staff and administration. Ability to present oneself in a professional and poised manner and represent the school in a positive light as this position is the first contact individuals have with the school.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

TERMS OF EMPLOYMENT: 10-Month

SALARY RANGE: (As noted in the Collective Bargaining Agreement)

EVALUATION: Conducted yearly

CREATED: 3/10/14
REVISED: