

SOUTH EUCLID-LYNDHURST CITY SCHOOLS

JOB DESCRIPTION

TITLE: Secretary - Elementary (Preschool & K-3)

REPORTS TO: Principal

SUMMARY: To assure the smooth and efficient operation of the office of the Principal so that a maximum positive impact on the education of children can be realized.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collect and verify all monies, prepare bank deposits; send deposit reports to Treasurer's office. Process petty cash, checks, and reports.
2. Type all letters, notices to parents and teachers, bulletins, etc. Handle all incoming and outgoing mail.
3. Answer telephone calls, monitor cameras (where available), receive and deliver messages for school personnel, students, PTA, greet and assist visitors, verify student absence, and records in EMIS.
4. Assists in the clinic when needed in emergency situations. Assists, and/ or covers Main Office when needed.
5. Type state reports and fire and security drills, assist in contacting substitute teachers and staff when positions are not filled, and reconcile the daily AESOP assignments.
6. Assist with withdrawing students, maintaining permanent files, recording test scores, preparing class lists, preparing records for upper elementary grades, student transcripts, mailing achievement test scores, and creating folders for new students.
7. Keep accurate records of all physical assets of school (textbooks, supplementary materials, etc.), prepare orders and requisitions for all supplies, record purchases for budget accounting, unpack, check, and distribute all materials and items received.
8. Type all correspondence from Principal to teachers and parents, work orders and technology; reports and bulletins involved in special duties assigned to principal.
9. Process daily transportation changes.
10. Assist with school field trips including student permission slips, plus initiate purchase order for museum trips covered by purchase order.
11. Assist with PTA as directed by supervisor.
12. File all student records, reports, correspondence, bulletins, etc.
13. Count and distribute approved notices for SELREC, youth groups, Fire Department, PTA, etc.
14. Process all building permits for your building.
15. Maintain the copiers, order supplies, and call for service when needed.
16. Process items for the district calendar for your building.
17. Maintain Principal's calendar and schedule.
18. Prepare schedules for Picture Day, School Programs, Assemblies, etc.
19. Assist in Board Recognition Ceremony.
20. Prepare Staff Phone Extension Directory and Staff Phone Emergency chain.
21. Any other duties requested by the principal.
22. Assist with INFOSNAP: Mail introductory and reminder letters, assist parents with entering information, monitor entries, maintain KEY codes and files. Generate additional letters as needed. Maintenance of Emergency contact information through DASL software.
23. Assist with Progress Book: Generate keys, Mail informational letters, and maintain electronic files.

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. Punctuality and Physical Attendance is an essential job function.*

EDUCATION and/or EXPERIENCE:

High school diploma, and six months related experience and/or training.

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 with groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with a variety of problems.

OTHER SKILLS and ABILITIES:

Ability to type 55 words per minute. Demonstrate ability to operate a computer and related software (i.e. Microsoft WORD, EXCEL, and OUTLOOK; DASL; Progress Book). Ability to interact positively with school and community. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop effective working relationships with students, staff and school community. Ability to perform duties with awareness that the Board of Education policies and procedures are the governing rules and regulations.

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 will continuously sit. The employee will occasionally repeat the same hand, arm or finger motion such as when typing. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee is continuously required to interact with public and staff while meeting multiple demands from several people. The employee is occasionally required to lift and/or push up to 10 lbs. such as supplies of copier paper. Specific vision abilities required by this job include close vision, such as to read written or typed material.

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.

CLASSIFICATION: II

WORK YEAR: 209 days (includes ten (10) paid holidays)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the American with 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. REVISED 3-22-16