

STANFIELD ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

Position Title	Secretary	Department	Elementary School Office
Reports To	Principal	Status	Classified
Board Approval	Existing Position	Contract	12-Month Office Schedule

Position Focus Support our District Policy of “believing human beings are the single most important element in all interactions.” We must establish priorities that respond to the needs of our students, staff members, and community and serve as the driving force behind all our actions focusing on excellence in everything we do.” Demonstrate sincere concern and dedication to establish and maintain cooperative, positive daily interactions with all staff, students, parents and vendors. Always foster team environment to accomplish established goals and objectives. Uphold and enforce school rules, administrative regulations and board policy.

Accountability Directly accountable for individual roles and responsibilities as assigned by the District Office and contained in this job description.

Requirements	Bilingual Communication Skills Preferred Follow Written and Spoken Directions Team Player Type 45-50 WPM Excellent Organizational Skills Pass Extensive Background Check	Strong Attention to Detail Handle Multiple Priorities and Tasks Strong Computer Skills Maintain High Degree of Confidentiality Operate Pager/Telephone/Radio
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General Responsibilities

- ◆ Always maintain a friendly outgoing demeanor and neat personal appearance.
- ◆ Greet and direct visitors, answer telephones promptly and direct to appropriate personnel, take accurate messages and relay information.
- ◆ Enroll and withdraw students, generate reports, and provide student information to parents and/or legal guardians, authorized teachers and staff.
- ◆ Translate English to Spanish documents as required by Principal or Assistant Principal.

Student Enrollment

- ◆ Correctly complete registration paperwork, free and reduced meal application, signed Internet Agreement, Tribal Number form (for Native American students only) and health office cards.
- ◆ Create student file folder and setup student in School Master.
- ◆ Notify the Migrant Liaison of any families meeting the criteria for homeless or migrant assistance.

Student Records

- ◆ Assist receptionist with registration of new and returning students as necessary.
- ◆ Accurately maintain student records, manually and electronically.
- ◆ Maintain student cumulative files including test scores, health information and Special Education services.
- ◆ Prior to releasing student information to anyone, check student files to determine if any legal rights of individuals have been controlled or removed. All notations must be documented with court records in student files.
- ◆ Track student absences, enter in School Master, advise teachers, principal and assistant principal of high absence rates per student.
- ◆ Maintain two separate files on all withdrawals. Assign a withdrawal code to one file, year of withdrawal and maintain for five (5) years. Remove card file from active files and file alphabetically in permanent file in safe (never destroyed).
- ◆ Make appropriate changes in School Master to withdraw student.
- ◆ FAX records to all requesting schools on a timely basis.

Special Assignments/Requests

- ◆ Complete all special assignments and requests in a timely manner keeping appropriate personnel advised of progress.
- ◆ Request additional help and information as required.

This job description is intended as an outline of major requirements and responsibilities and does not preclude assignment of other duties not specifically listed. This job description may be changed without notice and modified as necessary to meet the requirements of the job.

Revised 07/30/09, Human Resources