

JOB TITLE: School Secretary/Treasurer

LOCATION: Blue Ridge Primary

REPORTS TO: Principal and Assistant Principal

JOB SUMMARY:

The Building Secretary assists Building Administrators with running efficient operations and creating a welcoming environment for students, parents, and staff. This role supports faculty, staff, students, parents, and community members in fostering a positive school climate, supporting student success, and maintaining compliance with district and state policies and laws.

KEY RESPONSIBILITIES:

- First greeter of visitors.
- Answer phones (internal and external phone calls)
- Buzz visitors in
- Maintains student records per district policy and state law.
- Confirms daily teacher attendance is submitted.
- Guide substitutes to classroom location and provide schedule.
- Works with fellow secretary to compile monthly newsletter.
- Prints report cards.
- Prints attendance letters.
- Assists teachers in preparing instructional materials as requested.
- Maintains a log of visitors to the school. Welcomes visitors and makes appropriate people aware of their arrival.
- Assists the Principal and Assistant Principal with reports and correspondence.
- Operates Word, Google Docs and Sheets, computers, calculators, copiers, and facsimile machines.
- Assists with other duties as needed when another employee is out of the office.
- Assists with first aid and medication delivery when the nurse is unavailable.
- Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed..
- Orders and maintains supplies as needed.
- Performs any bookkeeping tasks associated with the specific position. Follows procedures established by the State Board of Accounts.
- Maintains a schedule of appointments and helps make arrangements for conferences and interviews.
- Other duties as assigned by the Principal or Assistant Principal.
- Maintains and promotes a positive image of the school.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of building administrators, teachers, and staff.

EXPERIENCE PREFERRED WITH:

- Word
- Google Drive
- Google Docs
- Google Sheets
- Gmail
- Powerschool or equivalent database system
- Komputrol or equivalent database system
- AESOP or equivalent database system
- Frontline Time and Attendance or equivalent database system
- Accounts Payable State Reports
- Checking and related banking
- ECA accounts
- Field Trip and Fundraiser Money Collection and Deposits

QUALIFICATIONS:

- High school diploma
- Criminal history check
- Excellent communication, interpersonal, and organizational skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

WORK ENVIRONMENT:

- Ten-month year. Hourly rate and years of experience to be established by CSF policy.
- Full-time position with occasional evening responsibilities
- Interaction with students, parents, faculty, staff, and administration in a fast-paced school environment.

APPLICATION PROCESS:

- Interested candidates should apply online at frankfortschools.org → District → Employment → Blue Ridge → Secretary
- Any questions regarding the position, please contact Margaret McKinney at mckinneym@frankfort.k12.in.us