School Secretary

Williston School District #7

Job Title: School Secretary
FLSA: Non-Exempt
Reports to: Building Principal

Job Summary: Performs secretarial duties for the school.

Essential Duties and Responsibilities:

- Answer telephone to provide information, take messages, or transfer calls.
- Greet visitors at school, determine the nature of business, and direct visitors to their destination.
- Greet and inform substitute teachers of assignment, assists with sub procedures.
- Get subs for aides when positions need to be filled.
- Manage sub slips for substitute teachers.
- Take attendance and hot lunch counts.
- Compose, or transcribe from rough draft, correspondence, bulletins, memorandums, newsletters, and other materials.
- Compose, type, and distribute school newsletter.
- Talk with students encountering problems and resolve problems or direct students to another employee, e.g. counselor.
- Manage building security, maintain key inventory, and organize building use schedule and/or fee required.
- Maintain mailboxes for teachers and staff, check in mail and distribute, open and organize principal's incoming correspondence- making note of any due date for reports, meetings, etc.
- Assist with safety procedures, e.g. fire drills.
- Accept and deposit funds for lunches, school supplies, and student activities.
- Maintain a calendar of school events.
- Update enrollment figures weekly and send them to the District Office.
- Manage activity and petty cash accounts, including disbursements and deposits.
- Prepare notes and memos going home to parents regarding any school events.
- Keep track of supplies and order when necessary.
- Fill out accident reports when needed and send them to the District office.
- Collect and review monthly time sheets for support staff.
- Credit hot lunch accounts. Balance money taken in; make out deposit slips, receipts, deposit summary and account summary.
- Send out ParentSquare messages as directed by the building principal.
- Order and dispense school materials and supplies.

- Maintain confidentiality and a need-to know with regard to staff and student information.
- Maintain office equipment and performs routine maintenance/repairs and notifies appropriate service workers when necessary.
- May be required to dispense first aid and/or medications to students.
- Assists with lice checks.
- Observe safety and security procedures; report potentially unsafe conditions.
- Other duties assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS:
Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information. Ability to identify and resolve problems in a timely manner; Gathers analyzes information skillfully; Develops alternative solutions; Works well in a group problem solving situations; Uses reason even when dealing with emotional topics. Ability to manage difficult or emotional "people" situations; Responds promptly to a person's needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments. Ability to communicate well with others. Ability to exhibit objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests. Ability to display willingness to make decisions; Exhibits sound and accurate judgment; Makes timely decisions. Ability to prioritize and plan work activities; Uses time efficiently; sets goals and objectives. Ability to display original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

TECHNOLOGY SKILLS:
To perform this job successfully, an individual would benefit with knowledge or acquire proficiency in Internet and Email software; Student Management software, Spreadsheet software and Word Processing Software.

KNOWLEDGE:

EDUCATION and/or EXPERIENCE:
High School Diploma or GED equivalent; Associate's degree or higher preferred; minimum 2 years of related experience preferred, or equivalent combination of education and experience.

ABILITY:

RESPONSIBILITY:

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to handle tools and equipment and reach with hands and arms; as well as talk and hear clearly. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

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.

TERMS OF EMPLOYMENT:
Calendar days depend on location.

_____
Employee Printed Name

_____ _____
Employee Signature **Date**