

School Secretary - Elementary

Purpose Statement

The job of School Secretary - Elementary is done for the purpose/s of providing complex and confidential secretarial and administrative support to the school-site principal; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; coordinating projects and site activities; and represents the school in a helpful, friendly manner.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

Essential Functions

- Answers telephone for the purpose of directing calls to the appropriate personnel and answering questions.
- Attends meetings, workshops and seminars (e.g. faculty, etc.) for the purpose of providing information, recording minutes, coordinating materials and supporting the needs of the attendees.
- Composes a variety of complex documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information to district personnel, the public, etc.
- Coordinates a variety of programs and/or activities (e.g. job interviews, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a wide variety of manual and electronic files and records (e.g. accident reports, principal files, purchase orders, district data programs, bids, State Teachers Money, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Oversees office operations (e.g. purchase orders, Alio program, lunch deposits, financial requirements including deposits and bank statements, etc.) for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Performs first aid on students (e.g. emergency situations, administering medication, illness, etc.) for the purpose of taking care of their medical needs.
- Performs clerical functions (e.g. copying, faxing, filing, sorting mail, inputting work orders, tracking purchase orders and receipts from staff, etc.) for the purpose of helping the school run more efficiently.
- Prepares a wide variety of reports, documents and correspondence (e.g. accident reports, registration reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. (e.g. Sub Finder, Alio program, SIS, etc.) for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.

- Processes a wide variety of documents and materials (e.g. new student registration, withdrawals, medical records, immunization records, book orders, bids, work orders, etc.) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a variety of information (e.g. bids for equipment, placement of students, parent requests, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a variety of activities (e.g. meetings, workshops, travel arrangements, facilities usage, coverage for teachers when no substitute is available, etc.) for the purpose of assisting in meeting staff professional development needs/requirements and ensuring the efficient utilization of funds, personnel, equipment and/or facilities.
- Serves as a liaison to committees and/or organizations on behalf of administrator for the purpose of conveying and/or gathering information required for district operations.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions; Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range