

## **School Secretary - Elementary**

### **Purpose Statement**

The job of School Secretary - Elementary is done for the purpose of providing support to the educational process with specific responsibilities for providing clerical support to assigned school site personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Assigned Supervisor

### **Essential Functions**

- Assists with accounting functions for incoming monies and receipts for Student Body and other various accounts for the purpose of supporting with school accounting functions.
- Compiles information and prepares and maintains a variety of records, logs, correspondence and reports for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Composes a variety of materials for the purpose of communicating information to other parties and supporting school office functions.
- Coordinates a variety of school functions for the purpose of ensuring appropriate functions at the school site in accordance with District guidelines.
- Gathers all information for special education process and inputs in the system for the purpose of providing and/or conveying information as needed.
- Maintains requisitions and inventory of supplies and materials for the purpose of ensuring items' availability.
- Oversees information for field trips and events for the purpose of ensuring that field trips and event procedures are met.
- Provides assistance for various processes and activities (e.g. generating daily substitute reports, entering substitute jobs into system, running reports to audit accuracy of enrollment, etc.) for the purpose of ensuring complete and accurate information.
- Administers first aid and prescription medications to students, under the supervision of a healthcare professional, for the purpose of meeting immediate healthcare needs within established guidelines as required.
- Screens phone calls, e-mails and visitors for the purpose of providing information, transmitting messages, directing inquiries, and providing direction to appropriate personnel.
- Supports and assists with emergency preparedness procedures, protocols and drills for the purpose of ensuring the safety of students and staff.
- Initiates Independent Study process for students with extended absences in accordance with District policy for the purpose of maintaining learning and ensuring compliance with all aspects of Independent Study policies and procedures.
- Prepares and processes information and materials for permanent official student records for the purpose of documenting information in compliance with established administrative guidelines.
- Screens phone calls, emails and visitors for the purpose of providing information concerning school issues and/or providing direction to appropriate personnel.
- Provides assistance with maintaining school site keys in a secure location for the purpose of maintaining campus security.

- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Schedules meetings and maintains calendars for the purpose of making necessary arrangements for assigned administrator and providing information.
- Performs a variety of responsible administrative support duties (e.g. verifies and records attendance information, compiles data and prepares reports, creates and maintains filing system, etc.) for the purpose of documenting activities, providing written reference, and/or preparing for auditing purposes.

### **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 potential need to 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; preparing and maintaining accurate records; and correct English usage, grammar, spelling, punctuation and vocabulary.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: oral and written English communication skills; concepts of grammar and punctuation; codes, regulations & laws related to student attendance; District student attendance policies, procedures and terminologies; methods and techniques and terminology involved in maintenance of permanent student records; telephone etiquette; using tact and good judgement; and compiling and preparing complex reports.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data and meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; adapting to changing work conditions; maintaining confidentiality; and reading, writing and communicating clearly in English.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. 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.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Two years clerical experience, preferably in a school setting.

**Education (Minimum):** High school diploma or equivalent.

### **Required Testing**

None Required

### **Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Revised Date**

**Salary Grade**

Range 18