

**Elementary School Secretary
Qualifications/Duties**

Position Title: Elementary School Secretary
Immediate Supervisor: Building Principal
Work Year: 11 Months
Work Day: 7 ½ Hours (7:45 a.m. – 3:15 p.m.)
Work Week: 37 ½ Hours
Issued Date: 05/19/08
Review Date: 05/27/11

POSITION SUMMARY

To perform secretarial duties for assigned personnel; perform bookkeeping activities for school; assist in acquiring substitute teachers; assist in the purchase of textbooks, office supplies, first aid supplies, and athletic equipment; coordinate annual events such as the purchase of student insurance, school photos, or annuals; type, duplicate, and distribute correspondence; receive and distribute incoming mail from central office; maintains comprehensive school inventory; and performs backups of all assigned software programs.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent with post-secondary sources in office practices, bookkeeping, computer operations, and office machines preferred.
- Must be able to type and operate personal computer.
- Minimum of three years' secretarial experience preferred.

QUALIFICATIONS

Demonstrate the ability to:

- Perform duties under general supervision,
- Maintain confidentiality of information associated with position,
- Utilize initiative and good judgment in the scheduling of work,
- Ensure the accuracy of work,
- Assist students or teachers with problems
- Deal with a variety of persons and situations requiring a high degree of courtesy and tact,
- Perform work with accuracy and detail,
- Handle volume of work and meet deadlines,
- Sensitive to students' needs,
- Cooperate with teachers, students and administration,
- Maintain confidentiality of information associated with position,
- Understand instructions and underlying principles,
- Understand meanings of words and ideas associated with position,
- Perform arithmetic operations quickly and accurately,
- Perceive pertinent detail in verbal or tabular material,
- Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
- Move the fingers and manipulate small objects with the fingers rapidly and accurately,
- Move the hands easily and skillfully,
- Perceive or recognize similarities or differences in colors, or in shades or other values of the same color,
- Perform the essential functions and requirements of the job, and
- Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

- Perform secretarial duties for assigned personnel where responsibilities of trust and accuracy are important and knowledge of the school and school system is essential.
- Coordinates annual events such as the purchase of school insurance, school photos, and annuals by supplying teachers with the necessary forms, receiving money for order, maintaining records of orders and money received, and distributing items upon receipt.
- Calls for service on office/school equipment as needed. Perform general maintenance as required on office/school equipment (changing toner, adding ink, replacing master film, etc). Report copy count from school copiers to company monthly for billing purposes.
- Organizes, maintains, and assumes custodial responsibilities for files of correspondence, forms and reports.
- Runs errands to central office, bank or post office.
- Writes checks; receipts all money received; prepares bank deposits and maintains year to date ledger for teacher's Basic Education Program and Parents And Teacher organization monies.
- Posts monthly to cash receipts journal and cash disbursements journal and then post a monthly breakdown to ledger; prepare month end trial balance.
- Maintains time sheets for custodial employees by keeping a record of actual hours worked and forwarding to payroll clerk twice a month.
- Receipts monies and maintains records for field trips and school pictures.
- Collects time sheets for all classified employees and forward the time sheets to payroll clerk twice each month.
- Conducts comparison pricing with different vendors and companies.
- Prepares paperwork and keeps records on all accidents and workman's compensation claims.
- Prepares, types and maintains records for all purchase orders
- Maintains school inventory and attach property Identification tags to new inventory items.
- Prepare and submit to central office a Teacher Load Report and file with weekly statistical reports.
- Enter teachers and support personnel leave information into SIESTA computer program and print such reports as might be required.
- Assist Office Assistant when needed.
- Perform necessary backups of all assigned computer programs.
- Complete other tasks as assigned by the principal.

OTHER RESPONSIBILITIES

- Assumes other special activities and/or responsibilities as assigned by the Principal or Director of Schools.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.