

Job Title: Campus Secretary/Elementary

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade:

Dept./School: Campus Assigned

Date Revised: 07/01/08

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose:

Assist the principal in the smooth operation of all aspects concerning the school including personnel, parents, students, and the building.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Typing skills (40 – 50 wpm)

Expertise in Microsoft Office products

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math and bookkeeping skills

10 key by touch

Ability to work cooperatively with district staff members and public in general

Experience:

Three years secretarial experience, preferably in a public education environment

Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Major Responsibilities and Duties:

1. Answer the telephone, distribute supplies, schedule appointments and teacher conferences.
2. Assist the counselor in maintaining the student's permanent records.
3. Be familiar with PEIMS records, and Region 10.
4. Reproduce all of the school forms and handbooks.
5. Compile and submit all professional, paraprofessional, and custodial payroll reports.
6. Maintain all inventory records.
7. Type correspondence.
8. Submit work orders regarding facility needs to the maintenance department.
9. Disperse school mail.
10. Enroll and withdraw students.

11. When the nurse is not in attendance, act as a backup. Call parents when a child is injured or is ill and needs to be taken home.
12. Complete recommendation forms of selected applicants for the principal's signature and send to the Human Resources Office.
13. Take all necessary and reasonable precautions to protect equipment, materials, and facilities.
14. Demonstrate behavior that is professional, ethical, and responsible.
15. Be prompt in attendance to assigned duties.
16. Maintain good attendance, when absent comply with notification procedures.
17. Present a positive role model for students that supports the mission of the school district.
18. Keep informed of and comply with state, district, and school regulations and policies.
19. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents required.
20. Maintain confidentiality of information.
21. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Multi-line phone system, personal computer, typewriter, fax machine, shredder, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions; repetitive hand motions, prolonged use of computer/typewriter. May require moderate lifting, carrying, standing, stooping and bending; exposure to duplicating inks and toner.
