

JOB DESCRIPTION

DEPARTMENT: ELEMENTARY

JOB TITLE: LEAD ELEMENTARY SCHOOL SECRETARY
(Class III; 10 month)

REQUIREMENTS:

- A. Education Level:** High school diploma
- B. Experience Desired:** One to three years
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, hearing; intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking.
- D. Other Requirements:** Ability to communicate effectively with and relate well to others; must demonstrate proficiency with word processing, data bases and spreadsheets; knowledgeable and proficient in basic accounting and record keeping; knowledgeable in administering first aid and caring for sick children. The ability to work with frequent interruptions and to establish rapport with students and school families.

REPORTS TO: Elementary School Principal

RECEIVES GUIDANCE FROM: Assistant Principal where applicable

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares student and staff attendance reports and submits to Assessment Technology & Information Services and the Instructional Planning Center.
2. Enters data on the computer.
3. Verifies accuracy of employee time sheets.
4. Registers new students and maintains accurate student records.
5. Prepares/composes principal's written communication through the use of word processing software and the computer.
6. Accounts for and deposits Trust and Agency funds and other collected monies.
7. Enters student attendance information daily into the computer.
8. Verifies student absences and inform the principal of excessive student tardies and absences.
9. Operates office machines.
10. Handles and distributes mail.
11. Processes incoming communications.
12. Files correspondence and instructional materials.

