



Updated 2/4/2020

Position Title: <i>Elementary Secretary</i>	Terms of Employment: <i>Per employee agreement</i>
Evaluated By: <i>Principal</i>	Qualifications: <i>High School Diploma</i>
Supervises:	Desired Skills: <i>Loves kids, friendly, strong communication skills, energetic, technology literate, ability to be flexible and multi-task, working knowledge of Microsoft Office and Google Drive</i>

Job Purpose Statement: The purpose of the elementary secretary is to represent the school in a highly professional and ethical manner while performing secretarial duties aligned with the Tri-County Schools REACH HIGHER pledge.

Key Performance Responsibilities:

Daily Jobs

- *Answer all phone calls*
- *Maintain confidentiality of all student and staff information.*
- *Keep the principal informed of all activities in the school.*
- *Manage all money transactions. Make deposits in a timely manner. (lunch, book rent, and ECA)*
- *Manage the office setting and delegate as needed.*
- *Capability to communicate clearly and efficiently with all school stakeholders.*
- *Ability to be flexible to continually changing situations.*
- *Demonstrate appropriate telephone etiquette.*
- *Sort and distribute mail daily and send correspondence to the appropriate school and/or corporation buildings.*
- *Assist the principal and staff with handling interruptions and emergencies, calling for assistance when needed.*
- *Dismissal Changes, log changes on attendance/dismissal log, write and send notes to teachers daily.*

General

- *Order and maintain office supplies for the school.*

- *Assist with all evacuation drills and their documentation.*
- *Take inventory of assigned areas at the end of the school year.*
- *Other duties as assigned by building principal.*
- *Send student files to the next school in transition years. (2nd and 6th grade files)*
- *Fax CO-OP Sign in sheets to the CO-OP every Monday.*
- *Fill out IEP student withdrawal/entrance form, will be sent by the CO-OP at the end of every month.*
- *Keep Blue Binder updated with Emergency and Bus Sheets.(Primary)*
- *Update Class Lists and Birthdays.*
- *Fill out the announcements binder.*

Attendance

- *Update Attendance/Lunch slips.*
- *Enter students attendance in PowerSchool daily.*
- *Notify teachers of student absences and homework pick up.*
- *Inform the school counselor and principal of issues regarding attendance.*
- *Maintain faculty attendance records and communicate with the school corporation office.*
- *Enter support staff absences and their subs on the Substitute Calendar. This way the other secretaries know who is already subbing.*

Hot Lunch

- *Collect, record and deposit money for all student lunch accounts.*
- *Receipts - send to the corporation office. (make a copy for your files)*
- *Print daily report, check for accuracy, log and file*
- *Monthly Hot Lunch report, complete paperwork and send it to the corporation office.*
- *Assign a lunch number for all new students. Keep a document with this info and keep it up to date.*
- *Send home deficit lunch balance letters weekly, and log on the google sheet.*

Extra Curricular Account (ECA)

- *Enter ECA Risk Report on Gateway (July-June)*
- *Pay bills promptly and keep extra curricular account balanced and up to date.*
- *Provide principal with a balance of all accounts each month after bank reconciliation.*
- *Monthly and Annual (Jan-Dec) Engagements on Gateway*

Registration

- *Complete registration of new students and process any withdrawals during the school year.*

- *Assist the Principal in preparing book rental justification report.*
- *Help prepare for PK open house (March) (Primary Secretary)*
- *Help prepare for PK/Kindergarten round-up (April) (Primary Secretary)*
- *Permanent Records filed for new students*

Book Rent

- *Generate/Assign fees at the beginning of the school year.*
- *Process payment in Powerschool.*
- *Make deposit at the bank, make a copy of the deposit for your records and send receipt to the corporation office w/copy of student payment listing*

Report Cards

- *Organize mid-term reports and print report cards every grading period.*
- *Print Report Card Envelopes (beginning of the year and for new students throughout the year)*
- *At the End of the school year, teachers will put a copy of the students lat*

Time Cards

- *Time cards are due bi-weekly. Double check to make sure all time cards are turned in by the Friday they are due. This also goes along with the attendance, double checking to make sure you have received forms for all the staff leave days. Make a copy of the staff attendance and file with leave forms.*

Nurse

- *Assist students with taking daily medications and provide first aid care when a nurse is not in the building, recording all events on the daily log. Inform nurses of major incidents.*

Xerox machine

- *You are in charge of ordering supplies and maintenance (calling if you need service on the machine)*

School Pictures/Yearbook Advisor (shared job, both elementary secretaries)

- *Coordinate school picture days fall/spring and yearbook preparation and ordering. (Both Elementary Secretaries work on this)*

Athletics (Intermediate Secretary)

- *Collect athletic physicals prior to season beginning and coordinate with the Junior Senior High School Athletic Secretary.*

Student of the Month

- *Prepare and send home Student of the Month Letters (will receive email from counselor)*

Transportation

- *Assist the Transportation Department by coordinating transportation at the elementary school.*
- *Updating the Student Bus Information at the beginning of the school year and printing it out for each bus driver for the annual bus meeting. (August)*
- *Letting bus drivers know when they have new students on their routes. (call transportation at the high school if you need help)*