Position Title:	Elementary School Secretary
Payroll/Personnel Type:	11 Month
Reports to:	School Principal

Position Summary:
Under minimum supervision, performs varied clerical and administrative duties in the school office to assist the Principal in the efficient and professional operation of the school. Works with parents, students, school staff, and district office departments to exchange information, resolve problems and provide assistance as needed.

Essential Functions:
- Composes, compiles, types and files correspondence, reports, records, manuals, notices, forms and other documents
- Receives and tabulates daily attendance of students and teachers
- Prepares semester and annual reports and assists in preparing bi-weekly payroll reports
- Maintains student records and prepares transcripts
- Registers new students in schools and processes transfers of students to other schools
- Acts as a receptionist, handles telephone calls, takes and delivers messages, and receives visitors
- Provides assistance or information concerning policies and procedures
- Orders and distributes supplies and assists in distributing text and reference books; maintains book inventory
- Maintains and organizes large and relatively complex records and files; prepares reports and answers questions from such records and other sources
- Opens, sorts, and distributes mail and other materials
- Schedules and coordinates meetings and appointments for the Principal and ensures that all information and arrangements are complete
- Collects and accounts for money from varied sources, counts money and gives change, and maintains proper accounting records of money
- Serve as reference person for Principal and school building personnel
- Performs other duties as assigned

Knowledge, Skills, and Abilities:
- Knowledge of office and clerical practices and procedures
- Knowledge of business English, spelling, punctuation and grammar
- Excellent written and verbal communication skills
- Ability to proficiently use computer hardware and related software programs such as Microsoft Word, Excel, PowerPoint, and Publisher as required to enter, extract, compile, type and arrange data
- Knowledge of or willingness to learn SAP, VBOSS, and SIS
- Ability to operate proficiently office machines and equipment such as copiers, fax, etc.
- Ability to perform mathematical computations and tabulations with accuracy and speed
- Ability to handle confidential information and materials
- Ability to read, comprehend and explain policies, procedures, and other school office materials, reports and correspondence
- Ability to exercise independent judgment and make decisions

*Experience***:**
- At least one year of clerical experience (preferred)

Education:
- Associate Degree (preferred)
- High School Diploma (required)

Physical Requirements:
- Must be physically able to operate a motor vehicle
- Sitting, standing, walking, talking, hearing
- Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:
- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date

Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.