

POSITION DESCRIPTION

TITLE:	Lead Elementary Secretary	SUPERVISOR:	Elementary Principal
DEPARTMENT:	Secretarial	CLASSIFICATION:	Support Staff

I. **Accountability Objectives:**

Under administrative direction, performs responsible office work involving independent judgment and initiative; serves as the secretary to the Elementary Principal; performs related work as required.

II. **Position Characteristics:**

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 220 Days

III. **Position Relationships:**

Reports to: Building Principal

Coordinates with: Building principal; building staff; students

IV. **Position Qualifications:**

A. Desired Experience and training:

Graduation from high school supplemented by advanced secretarial training; recent responsible secretarial experience; computer/word processing experience and/or training; knowledge of office machines; experience in public relations and communications.

B. Special requirements of the position:

1. Ability to operate computer, operate a variety of office machines, and a knowledge of modern office methods.
2. Ability to learn and be efficient with multiple computer programs/software.
3. Ability to understand and carry out oral and written instructions.
4. Ability to maintain confidentiality of information about students, parents, staff.
5. Ability to establish and maintain good public relations.
6. Ability to relate to children and their personal needs.
7. Knowledge of business English, spelling, and composition.
8. Ability to communicate and relate effectively with district staff, students, parents, and public.
9. Ability to maintain accurate and complete records, and to prepare clear and detailed reports.
10. Ability to organize and complete projects in a timely manner.

V. **Position Responsibilities:**

- A. Maintain a professional attitude.
- B. Answer phone, assist students, teachers, parents and visitors. Relay messages to students, teachers, etc.
- C. Maintain an accurate emergency file.
- D. Maintain all students' enrollment/withdrawal transfer records.
- E. Maintain end of year student attendance reports, transportation reports, etc.
- F. Student cumulative folders.
- G. Maintain up-to-date health records: hearing/vision, immunizations. Notify parents whose children are not in compliance with immunizations. School report to local Public Health Department (immunizations).

- H. Verify kindergarten screening files are complete, birth certificate, immunization record, etc.
- I. Treat student injuries (bandages, bloody noses, etc.)
- J. Maintain student medication records and administer medication to students when requested by physicians or parents.
- K. Maintain/stay current with online medication administration courses.
- L. Complete paperwork for field trips, swimming, etc.
- M. Contact bus contractor to make arrangements, fax/scan/email requests.
- N. Maintain and update student information data.
- O. Maintain building enrollment for state reporting.
- P. Request and inventory basic orders as needed during the school year.
- Q. Staff absence report to District Office.
- R. Contact parents when students are ill.
- S. Keep account of petty cash.
- T. Enroll and schedule summer school classes for students.
- U. Prepare milk count report for end of month, report to District Office.
- V. Other duties as assigned