



## GENERAL OFFICE SECRETARY (ELEMENTARY)

Classification: School Support 1, Program Support 1

Location: District Office or School

Reports to: School or District Administrator

FLSA: Non-Exempt

Employee Group: EAEOP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not be assigned all of the duties identified herein.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary**

Performs in one or more of a variety of school clerical or district office support environments. Activities may include but are not limited to front office operations, reception activities, student attendance reporting, counseling services support, health room support, student supervision and special education and/or district office or department support.

### **Part II: Supervision and Controls over the Work**

Works under the supervision of an administrator and receives specific project and work direction and guidance from a variety of staff members to include the school or department secretary, school counselor(s), special staff and other school/department administrators. Work is controlled and/or guided by professional practice, school and district policies, procedures and specific directions and expectations.

### **Part III: Major Duties and Responsibilities**

1. Performs a wide range of general office administrator and clerical tasks. Prepares, maintains, and assists in disposition of files and records. Inputs, operates, and maintains electronic data bases and files as assigned. Assists in preparation and distribution of mail, bulletins, special materials. Answers telephones, directly assist or routes callers to the proper office/person, and make calls to parents and community members. Enters and updates computer records. Assists students, teachers, parents and community members as needed. May assist in collecting local school funds. Operates and maintains office equipment and is skilled in the use of such equipment.
2. Front Office Management. Greets students, parents, staff, and visitors entering the office and provides assistance. Answers telephone and responds to inquiries, screens telephone calls, receives and distributes mail to staff, manages office supplies and office equipment, assists staff in the use of equipment. Maintains school calendar of events for in-school programs and outside organizations that use the school to include assisting in the completion and processing of necessary paperwork and approvals. May oversee the

building's two-way radio communication system and operate the school intercom system. Establishes central office procedures and, as appropriate, provides lead direction to office and volunteer staff and arranges for coverage during absences and overload situations. May train and supervise student assistants. Maintains staff absence and time-worked records. Prepares payroll forms; arranges for substitute teachers in coordination with the district's substitute office; greets substitutes and provides materials.

3. Types, maintains, files and records student registration or attendance data. Reports attendance data and refers attendance problems to the designated administrator. Answers telephone and makes calls pertaining to attendance. Enters and updates student data in the computer. Assists students, teachers and parents with attendance questions and issues. Prepares and mails letters and forms. Processes initial truancy referrals by contacting students and parents.
4. Student Registration: Provides leadership and may participate in registration of new students, making sure all appropriate paperwork and data entry is completed, all affected personnel are informed, and all information is input into the computer system. Inquires if students live in attendance area and, if not, that all required paperwork for boundary exceptions are completed and on file. Registers new and transfer students; checks residency and eligibility, credit level status; immunizations; special services; entitlements; etc. Enters and maintains data in the student information system. Processes student withdrawals in the information system.
5. Student Records Requests: May participate in receiving and forwarding permanent student records for new and withdrawing students. Enters, updates, and maintains confidential student personnel data and computer records. Maintains security of and access to the computer data system; inputs and reports data on student attendance, grades, transcript changes, and special education programs; orders and maintains student rosters and class schedules; maintains and reports daily student enrollment and classroom counts; prepares and generates self-designed custom reports for administrators, staff, and PTA; prepares reports on ethnicity, accreditations, and class rank; maintains records with regard to inter/intra district transfers. Coordinates student progress reports and distributes finalized student progress reports to teachers or mails report cards home to students.
6. May assist school counselor(s), school psychologist, school nurse, and other specialized staff by providing secretarial and other various support services. Promotes positive public relations for office, school, and district.
7. Secretarial support includes scheduling, publishing newsletters, planning and supporting graduation processes and materials at the secondary level and ceremonies at the middle school and elementary, distributing and assisting with testing information and scheduling, entering and tracking community building use, and providing school orientation to students, parents, and community members.

Performs other duties as assigned.



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### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Must possess basic clerical skills including typing and filing, and must possess knowledge of basic office equipment and technology, and keyboarding skills of at least 60 words per minute.
4. Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
5. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
6. Ability to interact with students, parents, staff, and community members, personally, telephonically, and through electronic communications, in a warm and confident manner.
7. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
8. Ability to maintain confidentiality of all school and personnel matters.
9. Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

### **Part V: Desired Qualifications**

1. Bilingual skills

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May spend extensive hours at a computer terminal.



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It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.