

SCHOOL SECRETARY

500.36

REPORTS TO:

Principal

JOB GOAL:

To perform responsible quality office work involving a degree of independent judgment and initiative. To assist members of the Administrative Team with any and all duties necessary for the smooth operation of the school and to establish relationships with parents, teachers, students and community that result in effective communications.

QUALIFICATIONS:

1. Knowledge and Abilities
 - a. Considerable knowledge of English, spelling and composition.
 - b. Good communication skills.
 - c. Working knowledge of office procedures and methods.
 - d. Ability to operate a variety of office machines, including but not limited to copy machines, typewriters, computers, laminating machines, fax machines.
 - e. Ability to maintain and complete student/office records.
 - f. Ability to accurately use computer programs, including but not limited to: SASIxp, Microsoft Excel, Microsoft Word, Microsoft Publisher.
 - g. Ability to establish and maintain effective public, student and co-worker relationships.
2. Personal Traits
 - a. Sensitivity to and understanding of children.
 - b. Exercises mature judgment.
 - c. Works with adults and students of varying temperaments.
 - d. Thinks clearly in an emergency situation.
 - e. Ambition to improve one's professional skills/knowledge through educational courses and staff development.
 - f. Flexibility to manage daily situations/problems.
3. Training and Experience
 - a. Graduation from high school (minimum), including or supplemented by course work in office businesses and computers.
 - b. Two or more years of office experience; at least one year of school related work.
 - c. Interest and participation in school and community events.

JOB RESPONSIBILITIES:

Serves as the Principal's Secretary. In this role:

- Assists Principal with preparation of Parent/Student. Kindergarten and Crisis handbooks and student directory.
- Organizes material, types correspondence, copies material and files for Principal as needed.
- Organizes and maintains master school calendar.
- Coordinates and maintains facility usage by the community.
- Updates building maps, fire drill maps, tornado maps as needed.
- Organizes Parent teacher Conferences twice a year.
- Maintains SASIxp database, WSLs and ISES records as required by DPI.
- Conducts student counts, maintains class lists and verifies accuracy of information (i.e. 3rd Friday counts, membership reports).
- Compiles information for annual transportation reports.
- Prepares extra-curricular activities reports for state, log activities throughout the year.
- Maintains the AlertNow emergency contact database.
- Assists with the publication of the bi-monthly newsletter.
- Registers and enrolls new students; handles student withdrawals.
- Processes records for incoming students and maintains students cumulative files including all standardized test results.
- Mails standardized test results to parents.
- Prepares eighth grade cumulative records for Arrowhead High School.
- Coordinates kindergarten/open enrollment/preschool and kindergarten families.
- Prepares registration packets for new families, open enrollment, preschool and kindergarten families.
- Coordinates and schedules kindergarten screening and prepares testing material.
- Maintains student and staff schedules.
- Coordinates and prepares summer registration mailing.
- Serves as a liaison in bus company communications; maintains daily student bus schedule adjustments.
- Coordinates student report card process with Principal and teachers and prepares report cards.
- Coordinates school pictures in fall and spring.
- Assist yearbook committee as needed to produce student yearbook.
- Assists with emergencies in the health room and crisis management.
- Answer phones, assist students, staff and visitors as needed.
- Escort visitors and/or new students through the building; arrange for classroom visitations.
- Organize and maintain teacher/office supply cupboards.
- Maintains and updates school supply list as needed.
- Sorts mail and deliver to staff mailboxes; maintains postage supplies.
- Assists in all other duties as assigned.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board May 22, 2007