

BUCKEYE UNION SCHOOL DISTRICT

POSITION: Elementary School Secretary

DIRECTLY RESPONSIBLE TO: Principal

BASIC FUNCTION:

The Elementary School Secretary, under minimal supervision, performs a wide variety of clerical and secretarial duties to maintain the smooth and efficient operation of the office to assure positive impact on the education of the students in the school.

PERFORMANCE RESPONSIBILITIES:

1. Performs responsible clerical and secretarial functions including receptionist, public relations, word processing of letters, reports, bulletins and confidential correspondence, etc.
2. Supervises clerical assistants.
2. Enters data on computer system, such as student grades, master class schedules, promotion reviews, enrollment, attendance, etc.
3. Operates all school office equipment.
4. Serves as a source of information for visitors regarding school and district programs and activities.
5. Schedules appointments and maintains a calendar for the principal.
6. Maintains monthly staff attendance/absence records and substitute teacher records.
7. Assists in scheduling and coordinating school and community activities.
8. Receives and accounts for funds derived through school activities.
9. Administers minor first aid and medication to students in the absence of the school nurse or health clerk.
10. Registers new pupils, assists in assigning them to a class, and compiles all pertinent data relating to new students.
11. Records the "Transfer In" and "Transfer Out" of students including forwarding cumulative records.
12. Performs other related duties as assigned by the principal.

TYPICAL PHYSICAL REQUIREMENTS

Ability to lift 25 lbs maximum or carry any object weighing up to 15 lbs. Frequently sit, stand and walk, stoop, kneel and crouch to pick up or move objects; normal finger dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use office equipment such as computer, telephone, calculator, and FAX.

TYPICAL WORKING CONDITIONS:

The job is performed under minimal temperature variations, some exposure to controlled hazardous substances and chemicals; frequent contact with staff and the public.

Elementary School Secretary Job Description (Cont.)

QUALIFICATIONS:

- Must have TB Test clearance and Criminal Justice fingerprint clearance
- Must have a First Aid/CPR Certificate
- Must possess knowledge of school policies and procedures.
- Must be able to demonstrate typing with speed and a high degree of accuracy and proficiency in the use of personal computers and related software, i.e. SASI and word processing, correct English, grammar, punctuation ,and spelling. In addition, computer skills including spread sheet, data base use, keyboarding proficiency, and use of the internet for research are essential qualifications.
- Must be self-motivated, capable of making sound decisions, demonstrate sound judgment, and have the ability to work as an assistant to the site administrator.
- Experience as a clerk or secretary in an educational setting preferred.

EDUCATIONAL REQUIREMENTS:

Graduation from high school or the equivalent with additional training in computers, modern office practices, procedures and office machines.

Salary: Range 14 Classified Salary Schedule

Approved: 11/18/87

Revised: 8/22/90

Revised: 9/17/03