

TITLE: Elementary Secretary/Attendance Clerk

QUALIFICATIONS: The applicant should possess a high school diploma. Essential skills will include computer knowledge of spreadsheets, and word processing. Performance tasks must be completed on a timely basis. Personnel must be willing to work with staff, students, and the public in a courteous manner. Must be able to work on a flexible schedule with numerous interruptions. Demonstrated ability to successfully accomplish the performance tasks listed below.

PRIMARY
RESPONSIBILITY TO: Elementary School Principal

JOB GOAL: To assist the principal in the efficient operation of the school so that a maximum positive impact can be made on the education of children

PERFORMANCE RESPONSIBILITIES:

1. Attempts to encourage feelings of ease and confidence in students and parents; attempt to be positive when dealing with students, teachers, and parents.
2. Maintains and updates student records in the computer and in the cumulative file to include demographics, scheduling, immunizations, enrollment history, and testing results.
3. Prepares report cards for distribution to the teachers.
4. Contacts and schedules substitute teachers as requested by teachers and/or principal. Completes necessary Employee Absenteeism/Substitute Report Forms.
5. Enters all attendance data into the computer daily. Sends attendance letters and truancy affidavits to parents. Prepares perfect attendance certificates.
6. Assists in the maintaining and ordering of supplies as needed.
7. Prepares monthly newsletters and memos as needed to go home to parents. Prepares weekly bulletins and other announcements for teachers and staff.
8. Receives and routes incoming phone calls, school mail, and U. S. mail.
9. Schedules appointments, meetings, and conferences as appropriate.
10. Types of teacher evaluations.
11. Answers telephone for teachers and students and relays messages.
12. Administers first aid to students as needed. Checks for head lice as needed. Dispenses student prescription medications at lunchtime or as prescribed by the doctor.
13. Does paperwork required to enroll new students and withdraws departing students.
14. Collects money for assemblies, school pictures, and extracurricular activities as needed.
15. Assists in all general office duties and performs the Secretary/Bookkeeper duties when she is absent.
16. Assists in keeping track of restraining orders and other legal documents pertaining to students.
17. Performs such other duties as may be assigned.

TERMS OF EMPLOYMENT

Employment At-Will. This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as the employment continues.

Work Year. As assigned by supervisor and superintendent and may be subject to change at any time.

Benefits. As per District Policy, subject to change at any time.

FLSA Status. Non-Exempt

Work Week. The employee will not work in excess of 40 hours per week at one or multiple positions.

Work Day. The workdays begin at 7:30 a.m. and end at 4:00 p.m. (8.0-hour workday)

Lunch Break. The employee is provided a 30-minute non-paid lunch break. The employee is not required to actually eat lunch during this 30-minute break. The break is to be taken at a location apart from the normal work site. Exception: the employee may be paid for a 30-minute lunch break if directed to eat lunch with an assigned student on a particular day.

Supervision. An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and all times shall be subject to the rules, regulations, and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee by the immediate supervisor or the superintendent.

Performance Assessment. Performance of this position will be evaluated periodically in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Received by: _____
Employee's Signature Date