

Job Description, Building Secretary

4240.5

Building secretary will be assigned, supervised, and evaluated by the building principal after consultation with the superintendent of schools. Their duties shall include, but not be limited to, the following:

- I. Make, request, up-date, or send student cumulative records and assist in registering new students.
- II. Maintain attendance records.
- III. Maintain confidentiality of sensitive information related to staff, students, and parents.
- IV. Maintain cordial contacts with all personnel, students, patrons, and vendors.
- V. Attend to minor health needs in the absence of the school nurse.
- VI. Develop and up-date forms necessary for the operation of the building.
- VII. Collect money for school meals and other school related fees.
- VIII. Maintain family lunch accounts and conduct daily lunch count.
- IX. Maintain activity account(s).
- X. Prepare cash/concession moneyboxes for home activities.
- XI. Prepare and update monthly newsletter, daily flyer, and school website.
- XII. Arrange for substitutes.
- XIII. Arrange bus drivers for away activities.
- XIV. Assist teachers with student reporting.
- XV. Maintain building inventory of supplies, textbooks, and workbooks.
- XVI. Check incoming supplies against orders, invoices, and billings and deliver to appropriate location.

- XVIII. Assist staff in maintaining up to date property accounting.
- XVIII. Work with staff to schedule parent-teacher conferences.
- XIX. Prepare local, state, and federal reports.
- XX. Relay messages to staff, students, and parents.
- XXI. Greet, screen, and direct visitors.
- XXII. Perform usual office routines and secretarial duties for administration.
- XXIII. Maintain a log of visitors to the school.
- XXIV. Extensive use of computers and computer software calculators, copiers, and facsimile machines.
- XXV. Extensive use of student management information system.
- XXVI. Operate multi-line telephone system to relay incoming, outgoing, and interoffice calls.
- XXVII. Perform other tasks and duties as assigned.
- XXVIII. Work together with other office personnel to maintain coverage during office hours and to assist each other when needed.
- XXIX. Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing		X		
Walking		X		
Sitting			X	
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting				

25# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks ¹			X	

¹ Operate typewriter, computer, telephone, and copying machines.

XXII. Minimum educational and preparation requirements.

- A. High school diploma with strong background in business education. Previous secretarial experience.
- B. Must be able to type 50 words per minute. Knowledge of computer and word processing essential.
- C. Two year Associate Degree with major emphasis on secretarial education preferred.
- D. Must possess a strong command of the English language.
- E. Must possess qualities of leadership, decision making, organization, and priority setting.

Reports to: Principal

Supervises: N/A

Evaluation: This position is evaluated by the principal.

Terms of Employment: This is an at will employment position.