



1150 ELEMENTARY SCHOOL SECRETARY

Classification Summary

1. Performs a variety of office secretarial, bookkeeping and administrative duties which require a broad knowledge of both secretarial and clerical practices and procedures.
2. Serves as secretary to an elementary school principal and staff. The position requires a thorough knowledge of all school functions, procedures, building facilities, and applicable district and school rules, regulations and policies.
3. Exercise considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures within guidelines set by the administrator.
4. Responsible for attendance, enrollment and transfer records, administration of the food program, maintenance of books for school funds and accounts, monitoring of budget status, administration of minor first aid and medications to students, and arrangements for building maintenance and security.

Distinguishing Characteristics

Positions in this class are distinguished from other secretarial classes by the sole responsibility for all Elementary School secretarial functions including secretary to the Principal and teachers and primary contact person for the school.

Supervisory Relationships

1. Reports to and receives work assignments and direction from the Elementary School Principal.
2. Positions in this class may lead the work activities of Elementary School Assistants, student workers and volunteers. Typical tasks include demonstrating tasks, distributing of work, directing work flow, reviewing and correcting work, and generally overseeing the work of the office. May plan and schedule work operations and employee assignments. As a lead worker, the position may perform the same work as others but provides assistance and direction as needed.

Examples of Duties

1. Perform telephone and personal reception duties for all building staff; route calls and visitors.
2. Receive and respond to requests for information verbally or in writing. Obtain and provide responses for situations where information is available and established procedures permit dissemination. Analyze unusual situations and refer to the appropriate position for resolution. Often assist in developing these responses. This may involve either substantial telephone contact, direct public interaction or correspondence. Presentation of a professional image for the authority is important in these relationships.
3. Type correspondence, reports and memoranda from rough drafts. Assure proper correspondence layout, arrangement and grammatical composition, and preservation of confidentiality.
4. Compose school-to-home communications, such as back to school packets, newsletters, fliers and reminders, which may include the scheduling and execution of compiling, typing, editing, paste-up, printing and distribution.
5. Schedule and coordinate meetings and appointments for the principal. Schedule parent-teacher conferences.
6. Maintain enrollment, transfer daily attendance records for students; compile information required for permanent student records. This may require the use of a computer terminal.
7. Compile, summarize and calculate information and prepare all building, regional, district, state and federal reports as required in accordance with district policy and procedure.
8. Administer the district school breakfast, lunch and milk programs; receive and receipt monies for the sale of tickets and issue student tickets; write charge and snack slips; receive and review federal lunch applications;

maintain records of monies received and program participants to compile regular reports in accordance with district procedure; deposit monies.

9. Maintain bookkeeping records for all school funds. Maintain ledger for various school accounts; receive and deposit associated monies. Balance receipts; prepare bank deposits, prepare monthly financial statements and reconcile monthly bank statements.
10. Assist in relieving superior of administration details for program areas assigned. Prioritize tasks and compose responses to correspondence.
11. Respond to student needs for medical attention in the absence of the school nurse. Determine degree of illness or accident and arrange for appropriate medical treatment. Dispense prescribed medicines to students as directed by the parents or doctor. Check for possible communicable diseases in the absence of the school nurse and report findings. May send students home or direct to medical attention in accordance with district policy. Complete school accident forms and report injuries to the district.
12. Monitor Elementary School budget and accounts; determine code allocation, post and balance revenue or expenditures. Provide account status upon request, prepare monthly report, type annual budget. Prepare a variety of administrative paperwork including purchase orders, media orders and work orders.
13. Schedule after-school use of the building for both school activities and public events; maintain records of building use and billing information.
14. Maintain record keeping system and files on a variety of data such as staff absences, student attendance and accident reports.
15. Receive, sort and distribute district and U.S. mail; arrange district and county courier deliveries.
16. Serve as reference person for district and building personnel.
17. Perform other related duties as required.

Required Knowledge, Skills and Abilities

1. Knowledge of secretarial and clerical practices and procedures including bookkeeping methods and procedures.
2. Ability to type at 60 wpm; ability to learn use and application of new computer hardware and corresponding software programs.
3. Ability to proficiently operate current office technology and equipment (e.g., computer systems, ten-key calculator, fax, copiers, etc.)
4. Working knowledge of district and school rules, regulations and policies applicable to area of assignment.
5. Ability to work effectively with district personnel, administrators, school staff, elementary aged students, volunteers, parents and the general public.
6. Ability to communicate effectively orally and in writing.
7. Knowledge of first-aid procedures; ability to learn proper methods of dispensing medications.
8. Ability to learn Elementary School enrollment, transfer, attendance and meal program record keeping systems and reporting requirements.
9. Ability to lead the work activities of subordinates.

Minimum Qualifications for Class Entry

1. Three years of recent experience in secretarial position requiring extensive public contact and interaction and a wide variety of secretarial and clerical duties including lead worker responsibilities.
2. Previous training and experience in bookkeeping.
3. Previous experience in public school secretarial work preferred.

Work Environment

Incumbents work in an Elementary School setting which may house several different school programs in the same facility such as bilingual programs or handicapped, which may require the secretary to maintain records and reports for all building programs.