



## ELEMENTARY SCHOOL SECRETARY

### Purpose Statement

The job of an Elementary School Secretary was established for the purpose(s) of providing administrative support at a school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job reports to the School Site Principal.

---

### Essential Functions

- Communicates with a variety of individuals (phone calls, emails, in person) to provide general information and direction as needed.
- Administers first aid and prescription medications to students as required due to the unavailability of a nurse for the purpose of meeting immediate health care needs within established guidelines.
- Monitors the entry of students and visitors to ensure security and safety of student and school personnel.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, in-service events, kindergarten registration, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents, files, and records (e.g. emergency information, student attendance, cum folders, teacher handbooks, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements
- Prepares a variety of documents and materials (e.g. standardized/special reports, letters to parents, passes for students, correspondence, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. report discrepancies, status changes, absence verifications, substitute requests, student enrollments and withdrawals, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics (e.g. discrepancies of attendance information and/or documentation, current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information.
- Notifies parents and/or guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.



## Other Functions

- Performs other related duties as assigned by the Superintendent for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective communication; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office equipment/software; and English grammar, punctuation, and spelling.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; establishing and maintaining effective working relationships; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures.

### **Working Environment**

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing.



**EXPERIENCE:** Job related experience is preferred.

**EDUCATION:** High School diploma or equivalent.

**EQUIVALENCY:** None

**REQUIRED TESTING:**

**CERTIFICATES & LICENSES:**

**FLSA STATUS:**

None Specified

Non Exempt

**CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**

**SALARY GRADE:**

Criminal Justice Fingerprint/Background Clearance

Classified