

JOB DESCRIPTION-ELEMENTARY SCHOOL SECRETARY

Qualifications Proficiency in basic secretarial skills including proficiency in the use of word processing, publishing, databases and spreadsheet applications; ability to use the Skyward Student Management and Financials programs; and ability to schedule all students using the Skyward scheduling program. **Must be personable, self-motivated, and able to work with a variety of people. Must have above average oral, written language and math skills. Must be able to handle deadlines, disruptions and stressful situations.**

Reports To Elementary Principal

Job Goal Perform general secretarial, clerical and receptionist work for the elementary school and the elementary school principal.

Work Schedule(s) Full-Time 230 day Position-- normal work hours from 7:30 AM-4:00 PM.

Responsibilities:

1. Utilize effective and positive communication skills with students, staff, administration, parents, and community members **via phone, email and in person.**
2. Utilize technology hardware and software to assist in managing elementary school data (immunizations, test scores, attendance, emergency forms, family accounts, etc).
3. Dispense medications to students, record dosage given and keep in locked storage cabinet. Care for sick and injured students.
4. Collect and record any monies received and provide receipts when appropriate.
5. Prepare, duplicate, and distribute letters, reports, newsletters, handbooks, registration packets, etc. as requested by elementary principal.
6. Keep student records up to date. Request and send student records when they move into or out of the district.
7. **Enter, record, and edit student data in Skyward and cumulative folders.**
8. **Complete student data reporting to the Department of Public Instruction as required (student numbers, etc.).**
9. Contact and schedule substitutes for elementary staff as needed.
10. Complete end-of-year reports.
11. Process requisitions for elementary staff and principal.
12. **Scan and assist with food service as assigned.**
13. **Complete tasks related to transportation including written and verbal communication with parents and director of transportation. This includes obtaining bussing information from the Amish and St. Paul Schools.**
14. **Enter routing information into Skyward or other software tools.**
15. **Serve as summer school secretary.**
16. **Assist with Parent Teacher Organization (PTO) correspondences and activities.**
17. **Attend annual open house to collect fees and greet families.**
18. **Order and stock supplies.**
19. **Complete other secretarial jobs and duties (elementary or district office) as assigned by administration.**

Approved:

Revised: **May 2016**