

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

- POSITION:** School Secretary II
- TERMS OF EMPLOYMENT:** Range 7, 10 months/200 Days, 10 days before school starts and 10 days after school ends.
- REPORTS TO:** Site Administrator
- MINIMUM QUALIFICATIONS:**
- High School diploma or equivalent
 - Reasonable proficiency of typing and computer operation
 - Working knowledge of basic office equipment and machines
 - CPR certification (may obtain after employment)

GENERAL SUMMARY

Under the direction of the district secretary and the site administrator performs varied clerical, record-keeping, and secretarial functions in a school office; performs public relations and communications services for the principal; performs other duties directly related to this job description.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Coordinates duties of office personnel.
- Interprets rules and regulations to students, teachers, and parents and attempts to resolve problems which arise.
- Serves as receptionist to students, teachers, parents, and the general public.
- Serves as secretary to the principal.
- Schedules events, conferences, or other functions pertinent to school to which assigned.
- Works closely with the school nurse to keep student medication records up to date; dispenses medications according to the medication authorization.
- Administers elementary first aid and notifies parents of illness or injury when necessary.
- Prepares weekly and monthly attendance reports.
- Prepares reports for the Student Attendance Review Board.

- Maintains and disburses petty cash funds.
- Maintains and orders supplies
- Answers the telephone and gives out information.
- Types a variety of materials from rough drafts, marginal notes, or verbal instructions such as letters, memoranda, bulletins, class lists, report cards, etc.
- Maintains faculty attendance records, routes mail, enrolls and transfers students, and updates certain information on students' cumulative records.
- Develops and maintains files.
- Receives and distributes supplies.
- Maintains a master key file and checks keys out when necessary.
- Administers elementary first aid and notifies parents of illness or injury when necessary.
- Admits returning students to classes
- Maintains attendance and cumulative files.
- Assists in preparing student disciplinary reports.
- Maintains student body accounts at the middle school and prepares statement for yearly District audit.
- Receives, verifies, and budgets fundraising monies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to work independently with relatively small amount of supervision.
- Ability to understand and apply rules, regulations, procedures, and policies.
- Ability to work tactfully and courteously with the public, employees, and other officials.
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of Student Information Systems
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary, and mathematical concepts.
- Familiarity with keyboarding and the use of a computer.
- Adept with Microsoft Office Suite (Word, PowerPoint, Outlook, Excel)
- Ability to establish and maintain effective working relationships with students, parents, teachers, and administrators.
- Ability to type net words of 60 per minute.
- Ability to make standard mathematical calculations rapidly and accurately.

ENVIRONMENTAL CONDITIONS

- Indoor office environment
- Temperature – normal climate

CONTACTS

Daily contact with District staff, community members, outside agency personnel, general members of the public, parents, teachers, and students.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Board approved: