

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

**POSITION:** School Secretary I

**TERMS OF EMPLOYMENT:** Range 4/10 Months

**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)  
Experience with accounting or bookkeeping

**GENERAL SUMMARY**

Under the direction of the site administrator performs varied clerical, bookkeeping, 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**

- Serves as secretary to the principal.
- Must be able to work independently with relatively small amount of supervision.
- Answers the telephone and gives out information.
- Serves as receptionist to students, teachers, parents, and the general public.
- Interprets rules and regulations to students, teachers, and parents and attempts to resolve problems which arise.
- Types a variety of materials from rough drafts , marginal notes, or verbal instructions such as letters, memoranda, bulletins, requisitions, class lists, program cards, reports, and statistical data.
- Duplicates bulletins, schedules, and other materials.
- Maintains faculty attendance records, routes mail, enrolls and transfers students, and updates certain information on students' cumulative records.
- Develops and maintains files.

- Composes correspondence.
- Maintains and disburses petty cash funds.
- Receives and distributes supplies.
- Maintains a master key file and checks keys out when necessary.
- Inspects shipment of warehouse orders for conformity to purchase order specifications.
- Administers elementary first aid and notifies parents of illness or injury when necessary.
- Admits returning students to classes
- Schedules events, conferences, or other functions pertinent to school to which assigned.
- Gathers immunization information
- Assists the school nurse.
- Maintains attendance and cumulative files.
- Prepares SARB reports.
- Maintains supply accounts.
- 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 type net words of 60 per minute.
- 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 correct English usage, grammar, spelling, punctuation, vocabulary, and mathematical concepts.
- Ability to understand and apply rules, regulations, procedures, and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers, and administrators.
- Ability to make standard mathematical calculations rapidly and accurately.
- Familiarity with keyboarding and the use of a computer.
- Ability to work tactfully and courteously with the public, employees, and other officials.

### **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: August 6, 2013