

**CELINA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **BUILDING SECRETARY**

File 201

Reports to: Principal

Job Objective: Performs secretarial duties that support the effective management of building operations.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment skill test may be required.
- Post-secondary business school training or equivalent secretarial work experience is desirable.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates dependability/flexibility. Reacts productively to interruptions/changing conditions.
- Demonstrates proficiency in spelling, proofreading and the correct use of grammar.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Interacts comfortably/confidently with the public.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets all mandated health screening requirements.

Essential Functions:

1. Performs secretarial duties. Provides support services that facilitate the attainment of department/program objectives.

- Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
- Follows office protocols. Monitors record keeping procedures to ensure a consistent standard for the accurate and timely collection, verification, recording, and retention of program data.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, schedules, student lists, etc. Helps verify the legal residence and custody assignment of students.
- Processes interim reports, report cards and supplemental information.
- Updates attendance policy information. Helps ensure that policies are uniformly enforced.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects attendance forms. Keeps the principal and guidance staff informed about chronic absenteeism, tardiness and truancy concerns. Verifies attendance information for report cards.
- Contacts parents or guardians when the school has not been notified about an absent student.
- Notifies teachers about homework requests for absent students.
- Schedules and organizes materials for parent/student meetings. Prepares meeting transcripts. Maintains student discipline files (e.g., letters, expulsions, hearings, etc.).
- Collects and maintains staff and student medical emergency authorization forms.
- Administers medications and renders basic first aid when a school nurse is not available.
- Maintains a building-use calendar. Schedules community requests to use building facilities.
- Greets/assists office visitors. Answers/directs calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.
- Processes incoming, outgoing and interoffice mail and faxes.
- Disseminates informational pamphlets/notices and newsletters.
- Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as directed.
- Assists committees and helps with special projects/program activities as directed.
- Receives deliveries. Verifies contents with packing lists/purchase orders. Processes invoices for payment. Stores supplies. Maintains inventory records. Reorders supplies as needed.
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).

2. Exemplifies professionalism that advances the district's public image.

- Contributes to an effective and positive work/learning environment.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Supports community participation in school-sponsored activities.
- Takes advantage of opportunities to promote district programs and enhance public relations.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Consults with building staff to ensure that shared resources/facilities are used effectively.
- Ensures that contact information is easily available when away from the office.
- Facilitates communications between staff, parents, students, community agencies, etc.
- Keeps informed about program/procedure changes. Serves as an information resource.
- Learns names, titles and staff work schedules.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to administrators.
- Routinely interacts with all program services to ensure complete intercommunication.
- Seeks clarification when expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy and exercises self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Cross-trains with other office staff. Attends meetings/in-service programs as directed.
- Keeps current with technology and other skills associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety.

- Intervenes to prevent/stop bullying and/or inappropriate student behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Upholds the student conduct code. Maintains high expectations for behavior.
- Watches for situations that may indicate a problem. Helps supervisors manage/eliminate risks.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement new procedures/assignments.
- Supports workplace initiatives that improve productivity and advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Celina City School District Board of Education.

The Celina City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.