

Elkhart Community Schools
Position Description

Position Title:	Secretary to the Elementary Principal
Qualifications:	<i>Required:</i> High school diploma or equivalent, previous office experience. Excellent computer skills; ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; work collaboratively and cooperatively; and handle confidential information. Ability to handle situations under pressure and meet deadlines. Ability to cope with frequent interruptions while completing multiple tasks. Demonstrated accurate document preparation, record keeping, and data entry experience; Must maintain good public relations in working with school personnel and the public. <i>Desired:</i> Ability to speak Spanish and experience working in an urban school setting. Previous office management experience.
Department:	Building
Reports to:	Principal
Prepared by:	Secretarial Committee
Approved by:	W. Douglas Thorne

Date: 11/07/2022

SUMMARY: To effectively and efficiently perform the secretarial duties assigned by the building principal. Serve as the point of contact for matters pertaining to building staff, students, and parents, in the absence of the building administrator. (It would take one school year to complete the cycle of secretarial responsibilities.)

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

1. Type, duplicate, and file materials for the building principal; prepare outgoing mail and distribute incoming mail.
2. Handle incoming telephone calls, responding to as many as possible and/or researching the answers and relaying messages.
3. Efficiently manage foot traffic in the reception area, protecting the privacy of all parties. Requesting that all visitors remain in the reception area until they are greeted by the appropriate staff member.
4. Write and develop memos, letters, correspondence, etc., for the approval of or revision by the building principal.
5. Gather and compile any data and information requested or authorized by the principal, such as statistical reports on parent/teacher conferences, kindergarten round-up, attendance, enrollment, etc.
6. Assist in the organization and design of schedules such as parent/teacher conferences, teacher duties, special area duty utilizations, etc.
7. Assist in maintaining accurate budget records.
8. Take appropriate action and maintain calm approach in handling of emergencies, weather conditions, bomb threats, etc.
9. Assist the principal with problems related to students, teachers, parents, and others. Listen and provide appropriate encouragement to parents, teachers, and students on irritations and problems until such information can be related to the building principal.
10. Demonstrate a warm and friendly manner when dealing with people in the office and on the telephone, including students, parents, salespersons, community organization representatives, and all Elkhart Community Schools' personnel. Effectively and efficiently provide information to persons having needs or questions.
11. Assists in the preparation of emergency preparedness plans and communicates such information to staff. Monitors and tracks drill deadlines and maintains tracking records for such.
12. Manage the substitute system, record and reconcile payroll, and assist in the orientation of substitutes to the building.
13. Oversee the sorting of all incoming school and U.S. mail; screening the Principal's mail.
14. Supervise the typing, collation and distribution of the All-School mailings.

15. Receive administrative telephone calls when requested or necessary, and take messages.
16. Assure proper answering techniques of all secretaries and aides, and handle “problem” calls which may be received.
17. Answer and properly channel questions and concerns of students, staff and community to responsible staff.
18. Maintain decorum in the office with students referred for disciplinary action.
19. Receive emergency calls and refer them to the proper administrator, or otherwise treat them responsibly.
20. Assist in administering immediate first aid for minor problems, with follow-up when necessary, to the parent, hospital, ambulance and any other necessary calls. Take appropriate action in working with the ill and/or injured students or staff in the absence of the school nurse.
21. Take appropriate actions in the absence of the school nurse for ill or injured students and be knowledgeable of proper first-aid procedures and school health regulations.
22. Inventory - compile staff requests, determine needs. Check in materials upon arrival, making appropriate distribution; check invoices, and follow-up problems.
23. Maintain attendance information on all certified and classified employees, making sure that all appropriate forms and records are completed and substitutes identified. Accurately complete the attendance on the substitute management system on a bi-weekly basis, ensuring their arrival in the Payroll Department within the deadline.
24. Handle all facets of new student enrollment and student transfers and withdrawals, as well as maintain all enrollment records.
25. Maintain records and compile reports on attendance, enrollment figures, class size, etc. Collaborate with administration to accurately report student enrollment.
26. Maintain student enrollment records on a daily basis.
27. Maintain and reconcile extracurricular accounting and prepare reports on a monthly basis.
28. Maintain all book-rental records, collect payments, deposit funds, prepare reports of payments and non-payments, prepare end-of-year reports on all book-rental activities.
29. Assist in coordinating efforts of the PTO under the direction of the building principal. Assist with PTO newsletters, gathering and distributing other information. Assist with fundraising efforts.
30. Maintain appropriate confidentiality in all matters.
31. Exhibit a pattern of regular and timely attendance.
32. Other duties as assigned and required for the successful operation of the building and Elkhart Community Schools.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Evaluation Process: The secretary will be evaluated annually by the Building Principal.

Terms of Employment: School-year employee. Salary and fringe benefits as per board policy.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: *Required:* High school diploma or equivalent, previous office experience. Excellent computer skills; ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; work collaboratively and cooperatively; and handle confidential information. Ability to handle situations under pressure and meet deadlines. Ability to cope with frequent interruptions while completing multiple tasks. Demonstrated accurate document preparation, record keeping, and data entry experience; Must maintain good public relations in working with school personnel and the public. *Desired:* Ability to speak Spanish and experience working in an urban school setting. Previous office management experience.

Language Skills: Ability to clearly communicate with others. Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for employees and communications to employees. Ability to speak effectively before parents, staff and students.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills: Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

Other Skills and Abilities: Experience working with computers is necessary. Windows and Google tools training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; reach with arms and hands; talk and hear on the telephone and in other interactions. The employee must frequently lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee may travel between facilities through outside weather conditions.

This position requires the incumbent to travel to financial institutions and between buildings, as needed.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.