



Elementary Secretary – Harrisburg School District – Job Description

Job Title:	Elementary Secretary – Harrisburg SD	Job Category:	Non-Exempt
Department:	Support Personnel	Position Type:	Full-time
Employee Group:	8 – 8 hrs per day/260 days	Location:	School Building
Reports to:	Principal	Standard ADA:	Office

Job Description:

To support the building Principal & Assistant Principal, staff, students and parents/guardians by performing job responsibilities accurately, promptly and courteously, contributing to a safe, nurturing environment which promotes positive welfare for children.

Essential Functions:

- Performs general office duties including but not limited to answering phones and directing calls, responding to or redirecting emails; opening, processing, and distributing mail, preparing, typing, and maintaining forms, reports correspondence, and memos.
- Procures elementary office supplies through the budget process.
- Assists building population (students, parents, staff, and administrators) with requests and assigned tasks. Receives and dispatches messages. Functions as registrar to receive submissions hand delivered by parents/guardians.
- Monitors and ensures compliance with all visitor and student sign in/out procedures; greets all visitors and routes them to appropriate designation. Promptly completes notification calls to individuals relating to emergencies as directed. Monitors and reconciles staff attendance for building.
- Maintains and manages filing systems, database systems, electronic files and records including student records according to applicable federal and state mandates associated with assignment. Maintains confidentiality with all District information, including District and school population information.
- Completes new student registration forms as needed. Copies and mails cumulative records to new educational facility for student withdrawals. Compiles and files student grade and attendance reports and other school records
- Coordinates availability and attendance by necessary participants for special meetings, emergency meetings and the like and provides support in the preparation for these events and post-event activities, as directed. Generates all documents for meetings, including building use requests, agendas, and evaluations.
- Uses computer/technology skills in performance of duties, such as use of the Internet, accessing databases, spreadsheet design, desktop publishing and creation of forms. Updates skills to ensure ability to use technology and implement new practices and procedures as they are developed.
- Ensures equipment in work area is kept stocked with paper, ink, toner, or similar items necessary to their daily use and maintained in working order, addresses minor malfunctions, places work orders and makes service calls as necessary when malfunctions cannot be handled in house.
- Updates building staff of the annual building schedule of events (PSSA testing, parties, specials, School District events) and ensures all necessary staff are included in appropriate mailings, website locations and postings. Assists professional staff in PSSA preparation such as preparation of pre-test materials.
- Performs other duties as assigned in accordance with school policy, administrative regulations, state and federal laws.

Qualifications and Work Experience: *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.*

- Highschool education with at least 1-2 years of satisfactory relevant experience required.

Analytical Demands:

- Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity or;
- Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Sensory Ability:

- Visual acuity and auditory acuity.
- Ability to communicate effectively in all aspects of the job.



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Temperament:

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, and service oriented.
- Must be courteous and able to effectively manage job responsibilities.

Cognitive Ability:

- Ability to follow written and verbal directions, to read and write, to handle multiple tasks and prioritize them appropriately, and to exercise good judgment.
- Ability to recognize areas of concern and propose and/or recommend appropriate solutions to the problem.

Specific Skills:

- Must possess active listening skills.
- Must possess conflict mediation skills.
- Maintains a high level of professionalism in all interactions with public, peers and administrators.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

Workplace Expectations:

- Reports to work daily and on time, and makes effective use of time while on the job.
- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Demonstrates being a positive and productive member of a team through active cooperation with others and follow through.
- Ability to establish and maintain rapport with the educational community which includes but is not limited to; students, parents, athletic staff, alumni, board members, booster groups, colleagues and the general community.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.

Supervision:

- Occasionally gives instructions and/or directions to other department employees.

Workplace Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The standard ADA settings factor measures the strength and stamina required in areas such as lifting, standing and the frequency of doing these as necessary to perform the particular duties of the job.*

- Typical office environment
- Subject to inside environmental conditions
- May be exposed to hazardous materials, body fluids or disease



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Physical Demands: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting				X	
Standing		X			
Walking		X			
Talking: On the phone; person-to-person, and in groups				X	
Hearing: On the phone; person-to-person, and in groups				X	
Vision: Near, midrange, far, peripheral, depth and color				X	
Driving requirements: personal vehicle, and/or company vehicle					
Machines or tools used: Computer:			X		
Machines or tools used: Telephone		X			
Pushing/Pulling/Lifting					5-15 lbs

Approved: May 17, 2021