

**TITLE:** Secretary - Elementary

**QUALIFICATIONS:**

1. High School Diploma.
2. Ability to work with students, staff and community members.
3. Training or experience with office machines (i.e. computers, ditto, typewriter, etc.).
4. Basic First Aid.
5. Familiarity with business correspondence styles and accounting procedures.
6. Other qualifications as may be deemed essential for successful performance in the position.

**REPORTS TO:** Building Principal

**JOB GOAL:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

**PERFORMANCE RESPONSIBILITIES:**

1. Acts as receptionist for the school.
2. Assists the principal with correspondence, scheduling, notices, etc.
3. Maintains accurate school registers.
4. Assists with budget and record keeping.
5. Maintains a daily teacher attendance log.
6. Attends meetings as required.
7. Administers first aid and medication as required.
8. Maintains daily student attendance/call backs.
9. Maintains and updates student files.
10. Performs usual office routines.
11. Assists with fire drills.
12. Distributes correspondence, school, and community materials.
13. Works with the P.T.O.
14. Keeps sense of humor and knows how to react in emergency situations.
15. Performs other such duties as may reasonably be assigned by the principal.

**TERMS OF EMPLOYMENT:** Nine months with extended service as approved by the School Board. Salary and other terms and conditions of employment shall be governed by negotiated contract.

**EVALUATION:** Performance in this position will be evaluated by the building principal in accordance with School Board policy.

**ADOPTED:** AUGUST 9, 1990 SCHOOL BOARD MEETING.