

Position **Elementary School Secretary**

Qualifications

1. Keyboarding skills.
2. Ability to complete database, spreadsheet, and word processing tasks.
3. Pleasing personality and appearance.
4. Knowledge of necessary secretarial skills.
5. Good command of the English language.
6. Ability to work with and in the presence of children.
7. Be tactful and emotionally and physically able to perform duties required.
8. Have basic knowledge of first aid and health room practices.

Supervisor **Building Principal**

Responsibilities

1. Maintains Student Management Records.
2. Typing and computer usage.
3. Maintains and distributes various reports.
4. Maintains equipment, supplies, and facilities.
5. Maintains positive public relations.
6. Duplicating and mimeographing.
7. Makes appointments and develops schedules.
8. Assists students and parents during the enrollment process.
9. Maintains and administers petty cash fund under the direction of the building principal.
10. Collects and accounts for various monies.
11. Maintains records and files.
12. Checks out teachers at end of year.
13. Sorts and distributes mail.
14. Maintains and distributes equipment, supplies, materials, etc.
15. Assists students as necessary.
16. Distributes keys to authorized personnel.
17. Checks in supplies, materials, and equipment.
18. Answers telephone and intercom.
19. Assists principal as necessary.
20. Collects lunch money, issues lunch tickets, and compiles daily lunch count.
21. Schedules use of school facilities.
22. Greets and assists visitors.
23. Supervises students as necessary.
24. Administers minor first aide and assists with health room procedures when necessary as outlined in medication guidelines.
25. Informs principal of events.
26. Assists personnel and volunteers.
27. Maintains office area.
28. Compiles requisitions and orders supplies and materials.
29. Distributes and maintains records on deficiencies, disciplinary actions, student progress, and absenteeism.
30. Other duties as assigned.

Employment **Eleven months 7 ½ hours per day**