

SCHOOL ADMINISTRATIVE SECRETARY

Reports to and evaluated annually by: Superintendent

ESSENTIAL FUNCTIONS:

Serves as a secretary to the Superintendent

Performs and organizes a wide variety of secretarial and clerical duties for administrative personnel, teachers, and support staff in an efficient manner.

Serves as receptionist. Greets and communicates with the public, employing discretion and independent judgment, directing individuals to the proper location or correct person and efficiently resolving their concerns.

Coordinates the safety and security of staff, students, and/or property (i.e. building access, check in/checkout out of visitors, students, staff, etc.), for the purpose of minimizing exposure to injury, loss, and/or liability.

Collects payments and issues receipts from a variety of sources (i.e., bus fees, meal accounts, donations, fines, fees, fundraisers).

Cashiers at lunch and prepares the weekly deposit.

Answers inquiries concerning standardized policies, procedures, and regulations.

Operates central telephone system. Takes and transmits messages.

Sorts and distributes incoming mail.

Prepares outgoing mail for receipt by post office and other mail carriers.

Performs assigned clerical tasks such as filing, typing, and preparing forms.

Secures, orients and directs substitute teachers and substitute classified personnel.

Responsible for tracking and recording employee absences.

Notifies Superintendent of employee absences and substitute service arrangements which have been made.

Independently composes a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, handbooks and statistical data from rough drafts or oral instructions.

Coordinates the process of purchasing, to include: processing of requisitions, receipt, verification, and distribution of materials.

Maintains and coordinates multiple calendars to include: school administrator(s), school facility events, site, master, and school events.

Acts as the District's Registrar- conducts registration of new students and processes record requests for students transferring in and out of the district.

Maintain/update data on the Student Information System.

Receives and reviews enrollment information and verifies residency, immunization records, and birth certificates.

Prepares and provides enrollment information to families and responds to inquiries regarding enrollment in the District.

Works with Administrator to coordinate and manage out of district enrollment applications.

Organize, advertise, and conduct annual Kindergarten Roundup and registration.

Assist with and prepare data collection for state and federal reporting as necessary.

Ensure accurate attendance accounting, communicate with parents regarding daily student attendance, comply with state reporting requirements, and convey attendance related information/concerns to appropriate parties (i.e. Superintendent, School Counselor, Classroom Teacher, etc).

Maintains and processes current database information, documents, and materials for Anderson School graduates, and district residents.

Maintains student records according to district policies and procedures.

Compiles information and prepares reports from the Student Information System (i.e. report cards, midterms, mailing labels, etc.)

Administers first aid for all sick and/or injured students while communicating with parents and/or medical personnel as necessary

Administers medication to students under the direction of health professional.

Maintains inventory of office supplies for the purpose of ensuring availability of required items.

Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Equivalent of a high school diploma supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.

Prior service demonstrating responsible office experience, preferably in a school district.

Courteous and friendly attitude to all visitors, parents and staff who visit the school office.

Work efficiently and with a service-oriented attitude under stressful situations with constant interruption.

Operate telephone system and handle a variety of telephone calls and personal contacts with tact, diplomacy, and discretion.

Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.

Receive and give information over the telephone or in person in a courteous manner.

Change and adapt office procedure and details in concert with the needs and requirements of the Superintendent and the District.

Understand and apply complex policies and rules.

Maintain cooperative working relationships with those contacted in the course of work.

Type proficiently.

First Aid and CPR/AED Certification