

BUCKLEY COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: PUPIL SECRETARY

Reports to: Principal

Job Objectives: Serves as secretary to the principal. Provides administrative support services necessary for the effective management of school operations.

Minimum Qualifications:

- High school diploma.
- Post-secondary secretarial or office management training is desirable.
- Meets all mandated health requirements.
- Complies with drug-free workplace rules and board policies.
- Documentation of a clear criminal record.
- Assignment may require successful completion of basic first aid and/or CPR training
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Congenial telephone etiquette and experience operating a multi-line system.
- Multitasking ability and strong diplomacy skills.
- Proficient in office protocol and the use of information technology systems.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Proficient in the use of office and management information software.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Maintains or supports a building-use calendar. Communicates scheduling information to building staff and the superintendent's office.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Prepares message boards, displays, announcements, social media and bulletin boards as directed.
- Keeps current with program, policy, and procedure changes. Helps keep students, parents, and staff informed about relevant issues. Refers inquiries requiring policy interpretation to administrative staff.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).

- Enters and verifies the accuracy of database information as directed.
- Verifies and processes free and reduced lunch applications
- Maintains school of choice records for incoming and outgoing students.
- Helps coordinate school activities (e.g., open houses, parent/teacher conferences, student/staff orientation, recognition programs, staff in-service training, etc.).
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, test score records, schedules, student lists, early childhood reports, special education records, TSDL, CRDC, GAD etc. Gathers all documents necessary for audit.
- Processes interim reports, report cards, and supplemental information.
- Processes student forms (e.g., work permits, driving permits, etc.).
- Monitors bus communications. Conveys information as needed.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals.
- Updates Powerschool for student attendance when absences are reported.
- Calls parents or guardians when the school has not been notified about an absent student. Mails written notification when contact cannot be established.
- Prepares daily attendance records. Keeps the principal and guidance staff informed about chronic absenteeism, tardiness, and truancy concerns.
- Notifies teachers about homework requests for absent students.
- Monitors students sent to the office for illness or discipline reasons. Prepares weekly report to Health Dept. on communicable diseases and MCIR immunization report.
- Administers medications and renders basic first aid.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Uses photocopying and duplicating equipment to reproduce documents. Fixes minor equipment malfunctions and contacts vendors to schedule repairs as needed.
- Maintains record of school key distribution.
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Types, duplicates, assembles, and processes routine and special mailings.
- Helps gather information and prepares grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Utilizes ICHAT to maintain records of school volunteers and background checks.
- Monitors and reorders office supplies to maintain reliable service levels.
- Maintains forms related to administrative procedures and program functions.
- Keeps files and supplies properly stored to maintain an orderly office.
- Periodically discards archived records as directed. Follows the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current with advances in office technology. Updates office procedures.
- Places calls for maintenance and repair services as directed.
- Cross-trains with other support staff as directed. Offers assistance when needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others. Helps students develop ethical principles and democratic ideals.

- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities independently or with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors others as needed. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Buckley Community School District Board of Education.

The Buckley Community School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Approved: 12/1/15