

SCHOOL DISTRICT OF BAYFIELD
ELEMENTARY SCHOOL SECRETARY
(POSITION DESCRIPTION)

- QUALIFICATIONS:
1. High school diploma supplemented by advanced secretarial/office certification.
 2. Working knowledge of computers and computer software with the ability to operate and manage computer systems, including Microsoft Office, Word, Excel, and Publisher.
 3. Ability to word process 60 wpm.
 4. Ability to maintain accurate and complete records.
 5. Ability to follow written and oral instructions with carry through as directed.
 6. Ability to draft correspondence.
 7. Ability to establish and maintain effective and positive working relationships with students, staff, parents, the public and administration.
 8. Ability to maintain confidentiality.
 9. Ability to be self-motivated, flexible and reliable.
 10. Ability to meet deadlines.

CONTRACT: 206 days or more if needed

REPORTS TO: K-5 Principal

PERFORMANCE

- RESPONSIBILITIES:
1. Cordially greet and assist students, staff and the public.
 2. Manage student records including attendance, discipline and grade reporting.
 3. Maintain accurate daily student attendance and call parents/guardians for student absences daily.
 4. Perform clerical duties including filing and records searching.
 5. Monitor traffic entering Principal's Office including students, teachers, and parents.
 6. Develop 4th and 5th grade honor roll for school and newspaper every quarter.
 7. Process truancy and disciplinary notices.
 8. Provide secretarial support for SAGE and Title programs.
 9. Accurately and confidentially draft and/or prepare correspondence.
 10. Assist the Principal with budgeting and purchasing to ensure supplies are on hand.
 11. Assist the Principal with elementary school schedules.
 12. Distribute inter-office mail in a.m. and p.m.
 13. Publicly support the Principal's decisions with students, parents, staff, and community.
 14. Assist with state and federal reports.
 15. Maintain permanent school files.
 16. Prepare student enrollment reports and assist the Finance Manager with DPI enrollment reporting.
 17. Maintain student physical and immunization records, tracking compliance and notifying the Principal and nurse of deficiencies.

18. Prepare immunization reports.
19. Compile dates of activities and maintain the school calendar.
20. Prepare and distribute office bulletins.
21. Perform other duties as assigned by the Principal and Superintendent.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

EVALUATION: Performance of this job will be evaluated by the Principal.

Approved: May 17, 1999
Revised: August 17, 2005
Revised: July 26, 2010