



FOLEY PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Elementary Secretary
Revision Date: Summer 2021
Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt
Department: Elementary Office
Reports To: Principal

Job Summary:

Under the direction of the Principal, the Elementary Secretary is responsible for performing a variety of clerical and secretarial support activities involved in providing record maintenance and customer service duties to include performing daily attendance maintenance; answering incoming phones in the main office; collecting and recording fees and monies and preparing deposits; coordinating transportation schedule changes with teachers and transportation department concerning on and off-site child care programs; monitors building entrances for security and scans all ID's for individuals coming into the building; assists in setting up scheduling system for teacher conferences; and other duties as assigned.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Performs daily attendance record maintenance activities. Performs such duties as:
 - a) Monitors teacher reporting of daily attendance records and reconciles any issues.
 - b) Informs and deals with parents concerning student unexcused or scheduled absences.
 - c) Informs licensed staff of any attendance related issues.
- Performs customer service functions and activities within the Elementary main office.
 - a) Serves as the primary receptionist in the Elementary Office.
 - b) Answers the main office phone line. Screens calls, delivers messages, and/or routes callers to appropriate parties within the building.
 - c) Greets individuals coming to the main office, provides general information to their questions or concerns, directs individuals to appropriate persons in the building.
 - d) Replies to emails from parents and staff to provide general information within the area of responsibility.
 - e) Monitors building entrances and security cameras for building security. Scans ID's for individuals entering the building. Reports any security concerns.
- Collects and records any payments and monies turned into the office or through online estore (e.g., lunch monies, preschool, yearbooks, field trips, etc.). Creates spreadsheet to track and report fees and prepares and submits deposit

slip to District Office.

- Coordinates and works with the transportation department concerning transportation needs and scheduling changes or updates regarding onsite and offsite childcare needs. Communicates with licensed staff regarding student transportation needs and changes. Monitors students being picked up after school and assists in monitoring bus radio for any transportation issues or needs.
- Sets up an online scheduling system for parent teacher conferences. Assists parents with the sign up process or issues and generates reports for teachers of scheduled times/meetings.
- Inventories office supplies and distributes supplies to staff, as requested.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of High School Diploma and 3-6 months of clerical or customer service experience and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Fundamentals of general office procedures and practices of the district and building.
- Office etiquette and customer service procedures and routines.
- Specialized district software and applications used in updating, recording, or entering student records or building information (e.g., attendance records, scheduling software, etc.).
- Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
- Basic fundamentals of computer operation and use.
- Familiarity with general office productivity software (e.g., word processing, spreadsheet, presentational software, email programs, etc.) and general office equipment.

Essential Skills Necessary To Perform The Work:

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, students, and the public.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry.
- Performing duties and tasks that require considerable attention to detail, precision, and accuracy in recording, entering, tracking or monitoring district record maintenance activities.
- Ability to learn and apply building office routines and office procedures.
- Ability to learn and operate building level and/or district custom applications and district software used in maintaining office records, files, lists, student data, etc.
- Operating and using general office requirement including, copies, fax machines, duplicating equipment, internet, telecommunications equipment, and voice mail.
- Ability to learn and acquire skills and knowledge of other positions within area of assignment.

Work Environment:

Work is performed typically in a school office setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.