



Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **ELEMENTARY SCHOOL SECRETARY**

Department/Section: Support

State Job Match: 170

Title of Immediate Supervisor: Elementary School Principal

JOB SUMMARY -- This position ensure the effective and efficient operation of the elementary office.

Task No. And DESCRIPTION

1. Assists visitors and callers and refers them to appropriate people.
2. Operates office machines.
3. Prepares material for new and returning teachers each fall.
4. Sorts all school mail and handles principal's mail, except for personal letters.
5. Maintains and orders general school and office supplies.
6. Maintains faculty/staff absence records. Compiles substitutes' timesheets, reconciles hours monthly, and submits to payroll.
7. Assists in the maintenance of student attendance records.
8. Writes passes for students who have been absent or leave the building.
9. Locates and calls students to the office.
10. Assists in mailing of report cards and other bulk mailings.
11. Prepares district census information for children 0-4 years of age.
12. Maintains student information relevant to MARSS.
13. Receives revenues and deposits receipts at bank.
14. Prepares purchase orders from submitted requisitions. Places orders on behalf of elementary school staff.
15. Receives lunch revenues and enters appropriate student accounts on computer. Enters student lunch numbers at lunch and tracks free and reduced lunch counts for reimbursement from state.
16. Designs and prepares school newsletter, writes content, uses computer software for layout and preparation.

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17. Assists in the dispensing and charting of student medications, and conducts other health related activities under the direction of the school nurse. Administers basic first aid, calls parents when needed.
18. Answers the telephone and operates the switchboard.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

QUALIFICATIONS: Specific training or job experience required before appointment: High School Diploma Advanced training preferred. Secretarial experience. Working knowledge of office equipment. Data entry and word processing skills. Communication skills.

Estimated length of time required for new entrant to achieve acceptable level of proficiency: One year.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Building Principal and works in coordination with other support staff, receives task requests from administrative and teaching staff.

WORKING CONDITIONS: No unusual or extraordinary working conditions.

TERMS/CONDITIONS OF EMPLOYMENT: Length of employment: 210 days. Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement.

PERFORMANCE REVIEW: Annual evaluation by the elementary principal.

Updated June 10, 2013