



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

Job Title: **INTERMEDIATE SCHOOL SECRETARY**

Department/Section: Support

State Job Match: 170

Title of Immediate Supervisor: Building Principal

**JOB SUMMARY** – This position ensures the effective and efficient operation of the intermediate school office.

### **Task No. And DESCRIPTION**

1. Assists visitors and callers and refers them to appropriate people.
2. Maintains office machines, determines when service is needed.
3. Maintains inventory of textbooks, furniture, and equipment for the building.
4. Maintains and orders general school and office supplies.
5. Sorts all school mail and processes principal's mail, except for personal letters.
6. Assists in the maintenance of student attendance records; maintains records of all students of field trips and school-related absences.
7. Enters student information and attendance in JMC program.
8. Answers the telephone and operates the switchboard
9. Writes passes for students who have been absent or leave the building.
10. Locates and calls students to the office, ascertains status of absent students.
11. Receives lunch revenues and enters appropriate student accounts on computer. Enters student lunch numbers at lunch.
12. Receives general revenues and oversees use of petty cash.
13. Prepares requisitions and purchase orders.
14. Assists in supervision of cafeteria, coordinates student cafeteria helpers. Oversee Student of the Week program.
15. Update and maintain Intermediate Website
16. 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.
17. Assists in mailing of report cards and other bulk mailings.

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18. Prints, assembles and distributes materials to teachers and students.

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 appropriate for this job

**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  
Physical requirements:

Estimated length of time required for new entrant to achieve acceptable level of proficiency: Six months.

**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: 185 days, salary classification Full Time/Part Time per contract with support staff employees.

**PERFORMANCE REVIEW:** Annual evaluation by the building principal.

Updated June 10, 2013