

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Head Secretary – Elementary

**Pay Table:** Support

**Pay Grade:** 9

**FLSA Status:** Non-Exempt

**Job Code:** 511

**Reports to:** Principal

### **JOB SUMMARY**

Under the direction of the Principal, the Head Secretary – Elementary organizes and manages the school office, acts as receptionist and provides secretarial/clerical support for the principal and teachers.

### **ESSENTIAL JOB FUNCTIONS**

- Administers, directs and coordinates the activities of the office. Includes such responsibilities as the following:
- Greets and assists parents, visitors, students and salespeople.
- Supervises activities of office and other aides. Assigns duties, maintains order, participates in the assessment of the performance of office staff, resolves problems, arranges substitutes if necessary, etc.
- Prepares and distributes bulletin, newsletters, bulk mailings, etc. Sorts and distributes mail, E-mail messages and district pony items.
- Telephones substitutes for absent teachers in emergency situations and ensures that all classes are covered.
- Coordinates and assists with the yearly calendar scheduling and the scheduling of monthly events (i.e. faculty lists, lunch rotation, gate and recess duty, faculty room clean-up, etc.). Utilizes computer scheduling program.
- Organizes and coordinates back-to-school registration and kindergarten registration. Prepares parent handbook for printing.
- Maintains computer payroll records for all school employees. Monitors substitute pay, maintains absence records, processes incentives, records leave information, etc.
- Administers first aid and files accident reports. Dispenses medication to students (i.e., secures and maintains required medication instruction and authorization forms, maintains required records, notifies parents when child does not receive medication or medication supply is low).
- Processes work orders and coordinates repair and maintenance of facility and equipment.
- Arranges student transportation for field trips and other activities (i.e., obtains

information from teachers, requests district or contract buses, processes accounting for service payment).

- Provides general secretarial support for the principal and staff, including the following:
- Composes and prepares correspondence, bulletins, newsletters, etc. Copies and distributes materials.
- Schedules appointments.
- Answers and directs incoming telephone calls and takes messages for principal, faculty, staff and students.
- Assists teachers, staff and administration with supply and other equipment/material requests. Processes expenditure request forms, purchase orders and warehouse requisitions. Receives and distributes supplies and equipment. Maintains inventory of supplies, books and equipment.
- Schedules parent-teacher conferences, coordinating family scheduling, sending out appointment notices, etc.
- Processes school financial transactions and maintains related records, using district financial/bookkeeping procedures.
- Prepares expenditure request forms.
- Monitors teacher budgets established by principal. Answers questions, prepares related printouts, ensures that expenditures are within required limits, etc.
- Monitors and processes district purchasing card expenditures for school personnel (e.g., collects receipts, checks for accuracy, codes accounts, reconciles, monitors budgets).
- Collects and receipts monies from classes, clubs, etc. Maintains record/files of receipts.
- Prepares checks and makes daily bank deposits.
- Balances and files monthly financial reports with district auditor. Coordinates and assists with audits.
- Processes and maintains student and other school records.
- Maintains student records, entering information and updating as required (e.g., cumulative files, immunization records, birth certificates, evacuation codes). Receives and transfers cumulative files as required for students moving in and out of school.
- Records attendance and calls parents to verify absences.
- Enters school personnel actions into computer for all school employees (terminations, change of hours, etc.).
- Following established school and district policies and procedures, may manage school administrative functions in absence of principal, intern or appointed teacher in charge (i.e. resolves discipline problems, makes decisions concerning dangerous situations, determines if children should be released to non-custodial parents, contacts parents).
- May maintain and update school webpage, online calendar and online announcements.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent; some college-level coursework preferred.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- General computer skills, including proficiency with word processing and spread sheets.
- Must have ability to develop proficiency with other applications.
- Ability to operate and maintain office-related equipment.
- Knowledge of district policies and regulations (required after hiring).
- Knowledge of Microsoft Office.
- Ability to use or repair small and medium equipment and machinery.
- Ability to accept payment and prepare purchase orders.
- Ability to manage property and inventory.
- Ability to manage grant funds.
- Ability to make budget recommendations, determine budget allocation and monitor school budget.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*