

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Secretary -Elementary Principal's
Reports to: Elementary School Principal
Approved By: Board of Education Approval Date: June 9, 2020

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Secretary to Elementary school principal and assistant principal.
2. Maintain student and staff attendance.
3. Complete requisitions and purchase orders and distribute items to teachers.
4. Office receptionist.
5. Maintain confidentiality regarding information.
6. Elementary Secretary shall process incoming mail for school building and other deliveries.
7. Type correspondences and documents.
8. Update and maintain student records.
9. Create/order awards for awards day, etc.
10. Organize kindergarten round-up.
11. Help secure subs for elementary school, type and submit staff monthly absence list.
12. Assist with fall Parent/Teacher conferences schedules.
13. Copy elementary school newsletters.
14. Compile and maintain inventory and fixed assets lists for elementary school.
15. Distribute textbooks to classroom teachers.
16. Assist with the nurse's station when the nurse is not in the office.
17. Organize elementary school registration.
18. The Elementary Principal's Secretary shall perform other duties as assigned by the principal or out of the necessity to fulfill the requirements of the position.