

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – STUDENT ACCOUNTING SECRETARY

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of five years of secretarial experience or advanced clerical coursework.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Ability to exhibit superior competence in organizational skills, accuracy, recordkeeping, and reporting procedures.

Ability to interact professionally with employees and the public.

DUTIES AND RESPONSIBILITIES

Be responsible to the Administrative Assistant to the Superintendent for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Responsible for all K-12 student enrollments, withdrawals, and attendance data through communication with parents and guardians and through participation in the spring kindergarten student enrollment process.

Maintain knowledge of all software used by the District for the purpose of student accounting.

Enter, update and maintain all student data in the District student information system, providing necessary information to other District departments relating to the enrollment or withdrawal of students (i.e., transportation, special education, etc.).

Maintain enrollment records for students both inside and outside of the District.

Communicate with other districts to collect and disseminate information on new students required for registration.

Prepare reports for non-public school students for review by District administration and the Board of School Directors.

Compile data to be used for PA State reporting through the Pennsylvania Information Management System.

Attend conferences and IU13 meetings related to student accounting, as assigned.

Enter and maintain the District Facility Usage Schedule, communicating with all inside and outside groups requesting to schedule facility usage.

Maintain knowledge of all software used by the District for the purpose of scheduling facility usage.

Communicate all facility usage requests in a timely manner.

Notify all facility usage requestors of approvals or disapprovals as deemed appropriate.

Notify custodial supervisors of all scheduled facility usage events.

Collect all certificates of insurance from outside groups scheduling facility usage, and verify that the insurance coverage is in accordance with that required by the District.

Forward facility usage charges and custodial charges for all outside groups to the Bookkeeper/Building and Grounds Secretary for the purpose of billing and collection.

Discharge all other assignments delegated by the Administrative Assistant to the Superintendent.

EVALUATION

Evaluation will be conducted annually by the Administrative Assistant to the Superintendent in the areas of core competencies and position performance.