

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – ELEMENTARY BUILDING SECRETARY**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years of secretarial experience.

SKILLS PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Ability to exhibit competence in typing with considerable accuracy from written materials.

Strong interpersonal skills, as well as strong written and verbal communication skills.

DUTIES AND RESPONSIBILITIES

Be responsible to the Elementary Principal for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Perform secretarial/clerical work within the building efficiently and accurately and maintain/operate all office equipment.

Type, duplicate, and disseminate correspondence and materials as directed by the Elementary Principal.

Act as a goodwill representative for the District through positive interactions with students, staff, parents, and the public.

Serve as the building receptionist.

Monitor and log incoming and outgoing traffic in the building and notify the Elementary Principal of building security issues.

Responsible for all incoming phone calls and follow up, as necessary, in an expedient manner.

Distribute all incoming and outgoing mail, supplies, and instructional materials.

Complete attendance accounting procedures including teachers' attendance folders, compare teachers' daily attendance and parent reporting of absences, make daily phone calls to parents initiating safety net, record computerized attendance, and acquire, record, and file all student excuse cards and student records as needed.

Maintain up-to-date student attendance records and documentation, including required absence and educational trip letters.

Schedule Truancy Elimination Plan meetings at the direction of the Building Principal.

Assist in the health room during emergency situations.

Provide office coverage and perform clerical duties as needed throughout the Elementary Division.

Discharge all other assignments delegated by the Elementary Principal.

#### EVALUATION

Evaluation will be conducted annually by the Elementary Principal in the areas of core competencies and skill preparation.