

**NAME:**  
**TITLE:** Elementary Building Secretary

- QUALIFICATIONS:**
1. High School Diploma.
  2. Ability to communicate effectively with a variety of people under pressure.
  3. Ability to type at a rate of 60 wpm.
  4. Working knowledge of computers.
  5. Experience equivalent to four years at the secretarial level.
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
  7. Certificate of good health.

**REPORTS TO:** Elementary Building Principal

**JOB GOAL:** To provide varied and responsible secretarial and administrative support to the Elementary Building Principal and to assure the smooth and efficient operation of the elementary school office so that the office's maximum positive impact on the educational process is realized.

**TERMS OF EMPLOYMENT:** 222 days. Days and hours to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**PERFORMANCE RESPONSIBILITIES:**

<i><u>Meets</u></i> <i><u>Expectations</u></i>	<i><u>Needs</u></i> <i><u>Emphasis</u></i>	
_____	_____	1. Functions as office manager by implementing office routines and practices associated with a busy yet smoothly run office.
_____	_____	2. Provides secretarial and administrative support requiring independent judgment.
_____	_____	3. Compiles and assembles data for administrative review and action.
_____	_____	4. Maintains ledgers, journals, and other accounting documents and records.
_____	_____	5. Compiles data and provides budgetary input as directed.
_____	_____	6. Maintains calendars, arranges meetings, appointments, and travel arrangements.
_____	_____	7. Prepares correspondence from draft copy and direct instruction.
_____	_____	8. Updates OSHA reports weekly.
_____	_____	9. Classifies, sorts, and files correspondence or other data and prepares appropriate response, if necessary.
<i><u>Meets</u></i> <i><u>Expectations</u></i>	<i><u>Needs</u></i> <i><u>Emphasis</u></i>	

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 10. Maintains students' records.   |
| _____ | _____ | 11. Maintains substitute records   |
| _____ | _____ | 12. Maintains personnel records as required.   |
| _____ | _____ | 13. Updates leave cards for each staff member, maintains individual files on each person and confirms records with Education Resource Center.      |
| _____ | _____ | 14. Prepares Payroll on a monthly basis.   |
| _____ | _____ | 15. Prepares handbook and arranges for printing.   |
| _____ | _____ | 16. Prepares staff and parent bulletins.   |
| _____ | _____ | 17. Types, records and processes all purchase orders for building, checks in orders, maintains inventory, arranges for payment, and keeps records. |
| _____ | _____ | 18. Orders pop, fills pop machine, counts money and send to Activities Office for deposit.   |
| _____ | _____ | 19. Assists with End-of the Year reports: OSHA, Attendance/Leave, Faculty Checkout, and Consumable Inventory.                                      |
| _____ | _____ | 20. Assists teachers with classroom inventory.   |
| _____ | _____ | 21. Assists with fall registration.  |
| _____ | _____ | 22. Performs other duties as assigned.   |
| _____ | _____ | Attendance   |
| _____ | _____ | Punctuality  |
| _____ | _____ | Dependability  |
| _____ | _____ | Relationship with Other Personnel  |
| _____ | _____ | Relationship with Students/Public  |
| _____ | _____ | Quality of Work  |
| _____ | _____ | Cooperation  |
| _____ | _____ | Work Habits (Neatness, Speed, Etc.)  |
| _____ | _____ | School Ethics (Confidentiality, Loyalty)   |
| _____ | _____ | Other _____  |
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**EVALUATION SUMMARY**

I believe that this employee's major strong points are:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

I believe that the following areas need improvement:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

I have read this evaluation and have had a conference with the evaluator.  Yes  No

I agree with the evaluator.  Yes  No

If no, with what specific statement(s) do you disagree?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_