

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Elementary Secretary

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in Bookkeeping, Accounting, Business English, mathematics, and computer application.
3. Experience in bookkeeping and accounting, or demonstrated competence in tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the offices' 1

PERFORMANCE RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data.
2. Maintains student records.
3. Maintains a regular filing system and processes incoming correspondence
4. Places, receives and routes all incoming calls.
5. Orders and maintains supplies.
6. Performs any bookkeeping associated with the position.
7. Welcomes visitors and arranges for their needs.
8. Operates word processors, computers, calculators, copiers and facsimiles.
9. Administers first aide and dispenses medication.
10. Other duties as assigned by the principal.
11. Maintains proficiency in operation of computer software (including financial accounting, word processing, database, and spreadsheets), calculators, copiers, and facsimile machines.

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TERMS OF EMPLOYMENT: Ten month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/20/03