



## Building Secretary

Reports To: Building Principal

### **SUMMARY**

Building Secretaries organize, coordinate, schedule and perform office functions at the school; serve as a secretary to the Principal and convey information regarding school functions and procedures. This position requires a high degree of accuracy, accountability, attention to detail, confidentiality and the ability to multi-task.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (depending on the building, duties may be divided between multiple staff)

- Perform a variety of clerical, secretarial and bookkeeping duties for the building.
- Process purchase orders for approval.
- Prepare and monitor building budget reports.
- Ensure that the school operates in a consistently organized manner every day.
- Act as a liaison between the community, the school and other internal and external stakeholders.
- Prepare and coordinate communication materials with all stakeholders.
- Maintain and oversee all recordkeeping for students.
- Maintain, inventory and replenish office supplies.
- Maintain confidentiality of all information concerning students, staff and parents.
- Act as first point-of-contact to callers, relay messages and transfer calls as appropriate.
- Arrange conferences, meetings and travel arrangements as necessary.
- Complete forms in accordance with school and district procedures.
- Generate and distribute various reports.
- Handle visitor inquiries and direct them to the appropriate person as needed.
- Maintain master schedule and event calendars.
- Collect, receipt and deposit incoming money.
- Record attendance and absences, make calls to parents and issue notices as appropriate.
- Maintain a regular filing system for all records, correspondence and other material.
- Care for sick children, administer basic first aid to injured children and administer medication as prescribed by a competent medical authority in the absence of the school nurse.
- Prepare and organize time sheets and staff absence reports.
- Arrange for substitute teachers as necessary.
- Assist with school transportation matters, paperwork and scheduling of vehicles.

- Perform other duties as assigned.

**QUALIFICATIONS:**

- **Education and/or Experience:** High school diploma or GED required. A background in administrative support or relevant work experience is preferred.
- **Interpersonal Skills:** Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner, and establish and maintain effective relationships. Ability to handle problems and stressful situations tactfully and apply proactive problem-solving skills. Ability to assist students and parents using patience and understanding.
- **Language Skills:** Utilizes good communication skills both oral and written. Ability to respond to common inquiries or complaints from students, parents and/or staff.
- **Computer Skills:** General knowledge of computers and ability to use email. Ability to learn and use various software programs utilized by the district.
- **Other Skills and Abilities:** Ability to learn appropriate policies and practices within a reasonable amount of time. Ability to multi-task and manage tasks efficiently to meet deadlines. Ability to react productively to interruptions and changing conditions. Ability to appropriately communicate with students, parents, District staff and members of the community. Ability to exercise good judgment while working in a dynamic environment. Ability to work evenings or weekends as required.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Work is generally performed in an office requiring the frequent use of communication equipment and computers. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: performing repetitive tasks, using a computer keyboard and monitor for prolonged periods, some lifting, carrying, bending, stooping, kneeling, crouching, and/or crawling and sitting.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.
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