

## Classified Personnel Job Description

**POSITION TITLE:** Elementary School Secretary

**QUALIFICATIONS:** Shall have the ability to communicate with the public and staff.  
Shall have working knowledge of office machines.  
Shall be computer literate and have working knowledge of office productivity packages.  
Shall communicate effectively both orally and in writing.  
Shall have a high school diploma or GED.

**PHYSICAL REQUIREMENTS:** Shall have the ability to sit, light lifting, stoop, any and all body movements as related to the job description.

**RESPONSIBLE TO:** Principal

**GENERAL DUTIES:** Shall provide secretarial assistance to the Principal.  
Shall act as receptionist and office manager.  
Shall screen all telephone calls to the principal, handling as many as possible before taking numbers for the principal to return the calls.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the principal and staff.  
Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES:** Shall perform a variety of secretarial duties to support the principal in handling daily activities.  
Shall order supplies for the school as directed by the Principal.  
Shall collect, count, give receipts and prepare deposits for all monies from the general fund.  
Shall distribute mail and other correspondence to teachers and staff.  
Shall answer the telephone, deliver and receive messages; greet visitors ascertain nature of business and direct visitors to appropriate person.  
Shall maintain data, statistics and other information and prepare reports as directed.  
Shall register new students; prepare cumulative folders for new students; request records for new students.  
Shall handle lost and found items.  
Shall administer first aid and contact parents of sick or injured students.  
Shall give assistance, as time allows, to teachers.  
Shall perform any other duties as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** Oakview: 205 days (8 hours/day)                      Poage: 205 days (8 hours/day)  
Crabbe: 205 days (8 hours/day)                                      CRS: 205 days (8 hours/day)  
Hager: 195 days (8 hours/day)

**SALARY:** Commensurate with Ashland Independent Schools Classified Salary Schedule.

Revised: 5/22/23