

JOB TITLE: ELEMENTARY ATTENDANCE/FOOD SERVICE SECRETARY

QUALIFICATIONS: 1. A minimum of a high school diploma or equivalent
2. A basic knowledge of accounting along with computer experience in word processing, database and spreadsheets.

REPORTS TO: Building Principal

JOB GOAL: To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the elementary school office.

PERFORMANCE RESPONSIBILITIES:

1. Call early morning substitutes.
2. Perform general office tasks such as making copies, delivering papers/mail to staff mailboxes, answering phones and delivering messages as necessary, and checking students into and out of school.
3. Maintain confidentiality in all matters.
4. Inform kitchen daily lunch total/special orders.
5. Enter daily attendance on computer.
6. Conduct sales and receive money for meals.
7. Print daily meal reports for Central Office along with deposit.
8. Copy and distribute menus for students/staff (every two weeks).
9. Compile and distribute notes of information for students.
10. Print and distribute monthly meal bills for students and staff.
11. Filling in and assisting other secretaries as needed.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

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

Signed:_____ Date:_____
(Elementary Principal Secretary)

Signed:_____ Date:_____
(Elementary Principal)