

JOB TITLE: SOUTH FORK ELEMENTARY SCHOOL SECRETARY

QUALIFICATIONS:

1. Knowledge of computer usage and modern office practice.
2. Effective communication techniques and procedures.
3. Communicate effectively in oral and written form.
4. Establish cooperative relationships in a calm and tactful manner
5. Effectively carry out oral and written directions.
6. Able to produce accurate work with frequent interruptions.

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 school office.

PERFORMANCE RESPONSIBILITIES:

1. Process admittance slips, enter absences in the computer.
2. Prepare monthly attendance reports and attendance letters.
3. Answer the phone, distribute messages, and call students as needed.
4. Update student information in student database.
5. Sort and distribute mail.
6. Copy and distribute letters to go home with students as needed.
7. Prepare Annual Student Attendance report at the end of the school year.
8. Communicates effectively with staff and general public in order to provide information and assistance while maintaining the confidentiality associated with the position.
9. Utilizes computer program skills effectively.
10. Operates office equipment efficiently.
11. Collects time cards and tutoring time sheets for the building on a monthly basis and forwards to payroll for processing.
12. Assist teachers with grades, import teacher grade book data and print report cards using the grade program.
13. Prepare Honor Roll lists, certificates and trophies at the end of year.
14. Responsible for receiving inventory sheets, grades, grade books, room repairs from each teacher at end of year.
15. Responsible for Core Data Reports.
16. Maintain the school calendar of events and schedule facilities uses.
17. Schedule meetings, appointments, and conferences for the Principal as requested.
18. Order, receive, store, and maintain office supplies.
19. Enroll students.
20. Perform nursing duties 4 days a week.

- |                      |  |
|----------------------|--|
| 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: \_\_\_\_\_  
(South Fork Principal)