JOB TITLE:	SOUTH FORK ELEMENTARY SCHOOL SECRETARY
QUALIFICATIONS:	<ol> <li>Knowledge of computer usage and modern office practice.</li> <li>Effective communication techniques and procedures.</li> <li>Communicate effectively in oral and written form.</li> <li>Establish cooperative relationships in a calm and tactful manner</li> <li>Effectively carry out oral and written directions.</li> <li>Able to produce accurate work with frequent interruptions.</li> </ol>
<b>REPORTS TO:</b>	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.

21.	Maintain	student	transporta	tion bu	s route	information	and	assign	students	to bus
	routes.									

- 22. Print Fast lane lunch reports and balance lunch money daily.
- 23. Assist with Pre-K and Kindergarten screening.
- 24. Update enrollment information for every student in grades PK-6 at the beginning of every school year.
- 25. Copy and mail records for students transferring out of district, and updating their status on computer system.
- 26. Maintain files for all school business, sick and personal leave applications for all staff and arrange for substitute teachers and aides as needed.
- 27. Create a weekly sub report listing all staff who were absent throughout the week and the substitutes who were called in.
- 28. Complete Title 1 reports at the end of the year.

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<br/>with provisions of the Board's policy on Evaluations of<br/>Support Personnel.

Signed:		Date:	
U	(South Fork Elementary Secretary)		
Signed:		Date:	

(South Fork Principal)