

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary I – Elementary School

GENERAL SUMMARY

Under the supervision of the principal, responsible for performing secretarial and office management duties.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required.

Required Knowledge, Skills and Abilities

Knowledge of general office procedures.
Knowledge of filing, and record keeping.
Knowledge and application of safety procedures related to performance responsibilities.
Skills in public relations and confidentiality.
Skills in verbal and written communication.
Skills in computers and all office equipment.
Ability to remain calm in stressful situations.
Ability to be flexible, organized and manage time effectively.
Ability to show tact and good judgement.

DUTIES AND RESPONSIBILITIES

- Assists building secretary with general office duties.
- Greets and provides information to staff, parents, students, and public via phone or in person.
- Assists building secretary with registering new students, withdrawing students and transmitting student records.
- Maintain attendance records and reports.
- Train and direct student assistants as required.
- Receives and processes lunch monies.
- Processes bus and pick-up passes.
- Assists with preparation of communications to parents, students, and staff.
- Monitors Health Room in absence of Health Room Assistant.
- Receives and processes teacher flo-through account monies.
- Performs other duties as assigned.

SUPERVISOR: Building Principal.