

Position: Elementary School Secretary

Job Summary: The Elementary School Secretary provides essential administrative and clerical support to ensure the smooth operation of the school. Responsibilities include managing student records, maintaining positive public relations, and assisting staff, students, and parents.

Qualifications:

1. Associate Degree or college course preferred
2. Coursework Specialized Certifications
3. Relevant Experience in office settings, particularly in educational or school environments.
4. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
5. Ability to complete database, spreadsheet, and word processing tasks.
6. Knowledge of necessary secretarial skills.
7. Maintain a professional appearance.
8. Communicate professionally with others- be tactful and emotionally and physically able to perform the duties required.
9. Good command of the English language.
10. Ability to work with and in the presence of children.
11. Have basic knowledge of first aid and health room practices.

Reports to: Building Principal or Assistant Principal (where applicable)

Responsibilities:

- Sorting and distributing mail, maintaining records, and managing various reports.
- Assisting students, parents, and visitors, including supporting the registration process.
- Handling communication by answering phones, intercoms, and greeting visitors.
- Managing petty cash, collecting lunch money, and keeping financial records (under the direction of the building principal).
- Supporting the principal by maintaining schedules, organizing supplies, and assisting with tasks as needed.
- Administer minor first aid, assist with health room procedures, and supervise students when necessary.
- Scheduling the use of school facilities and supervising students when necessary.
- Typing, duplicating, and maintaining equipment, supplies, and facility needs.
- Distributing keys, checking in supplies, and handling end-of-year teacher check-out processes.
- Distributes and maintains records on deficiencies, disciplinary actions, student progress, and absenteeism.
- Oversee the check-out process for teachers at the end of the school year and ensure accurate record-keeping.
- Support additional tasks as assigned to ensure the smooth daily functioning of the school.

Terms of Employment: 200 days, 8 hours per day

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.