**KARNS CITY AREA SCHOOL DISTRICT**
**JOB DESCRIPTION**
**Secretary, Elementary Principal's Office**

**IMMEDIATE SUPERVISOR** Elementary Principal

## GENERAL DUTIES

To assure the smooth and efficient operation of the Elementary Offices so that the office's maximum, positive impact on the education of children can be realized.

## ESSENTIAL REQUIREMENTS

A. A minimum of a high school diploma or its equivalent
B. Ability to type with speed and accuracy
C. All required clearances as per current law
D. Working knowledge of basic office procedures and the operation of common office equipment
E. Able to work in a busy office situation with students, teachers, and the general public
F. Ability to understand and follow verbal and written communication
G. Possess a working knowledge of spelling, punctuation, capitalization, word usage and sentence structure of the English language
H. Ability to coordinate a variety of data and information
I. Ability to maintain effective, positive relationships with students, fellow employees, and the general public
J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
K. The ability to work harmoniously with others

## ESSENTIAL RESPONSIBILITIES

A. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office. This includes assisting all the students, teachers, and public with various requests and problems.
B. Registers all new students and maintains such student records as shall be required and practices a high degree of confidentiality in all matters pertaining to this position
C. Maintains such student records as shall be required and practice a high degree of confidentiality in all matters pertaining to this position
D. Receives and screens incoming calls to the Elementary Principal's Office
E. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person
F. Orders all general supplies, records all incoming supplies, dispenses teaching materials used in the building
G. Directs all Budget Request Forms and invoices to the Elementary Principal for approval and sends to the Director of Business Affairs for processing

H. Types a variety of material, such as letters, student records, reports, memos, etc
I. Send letters to CYS to get verification of Foster Students in our District
J. Types up and copies attendance sheets for teachers to complete and then forward to the high school each week. Collects and records all excuses and absences
K. Sorts all incoming mail and UPS packages for distribution
L. Types a report card and envelope for each student
M. Drops off and collects mail at the District Office each day
N. Performs various related office duties as assigned
O. Makes announcements and assists with dismissal at the end of the day
P. Maintains a daily teacher attendance log, and the concomitant records for substitute teachers
Q. Maintains a log of visitors to the school
R. Changes in the performance responsibilities will be made as deemed necessary

## PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)
NA – Not Applicable

| Physical Requirements | NA | R | O | F | C |
|---|---|---|---|---|---|
| Sitting | | | | | **X** |
| Stationary Standing | | | **X** | | |
| Walking (level surface) | | | | **X** | |
| Walking (uneven surface) | | | **X** | | |
| Crawling | | **X** | | | |
| Crouching (bend at knees) | | | **X** | | |
| Stooping (bend at waist) | | | **X** | | |
| Twisting (knees/waist/neck) | | | **X** | | |
| Turn/pivot | | | **X** | | |
| Climbing (stairs) | | **X** | | | |
| Climbing (ladder) | | **X** | | | |
| Reaching overhead | | | | **X** | |
| Reaching extension | | | | **X** | |
| Repetitive use arms | | | | **X** | |
| Repetitive use wrists | | | | **X** | |
| Repetitive use hands grasping | | | | **X** | |
| Repetitive use hands squeezing | | | **X** | | |
| Fine manipulation | | | | | **X** |
| Using foot control | | **X** | | | |
| *Pushing/Pulling<br>Maximum weight: **40** lbs. | | | **X** | | |
| *Lifting/Carrying<br>Maximum weight: **40** lbs. | | | **X** | | |

*Identify items typically moved: Records, files, equipment, furniture and supplies

Other requirements:

- Ability to quickly and repetitively alternate from one physical requirement to another physical requirement within the work environment
- Ability to freely maneuver in and around your work area
- Ability to effectively communicate with others
- Ability to consistently meet the physical requirements throughout the workday
- Tolerance to chemicals, dust, substances and other products or bi-products used in or generated by the operations of the School District

## WORK PLACE EXPECTATIONS

A. Work effectively with and respond to people from diverse cultures or backgrounds
B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
C. Have regular and punctual attendance
D. Confer regularly with immediate supervisor
E. Follow all District policies, work procedures, and reasonable requests by proper authority
F. Maintain the integrity of confidential information relating to students, staff, or District patrons
G. Perform assigned job responsibilities free of error in a timely, efficient and professional manner
H. Refrain from engaging in conduct that interferes with the efficient and proper operation of the School District
I. Refrain from publicly disclosing information obtained during the course of employment and/or the performance of job responsibilities without the prior written authorization of the Superintendent
J. Comply with federal and state laws applicable to job responsibilities and employment with the Karns City Area School District

## EMPLOYEE STATEMENT

"I have reviewed the above position description and understand its contents"

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents"

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)"

_____ _____

Employee Name (print) Date

_____ _____

Employee Signature Date