

Corning Union Elementary School District
Job Description

JOB TITLE: SCHOOL SECRETARY (Necessary Small School)

Salary Range:	15	Department:	Clerical
Reports To:	Site Administrator	Approved by:	Board of Trustees July 16, 2007

POSITION SUMMARY:

To provide staff support and maintain general order in the front office, coordinate, process, and distribute all communiqués in a timely manner. To provide clerical assistance to the site administrator and a broad range of diversified duties necessary for a designated Necessary Small School. This position requires the employee to be self-motivated and have the ability to work independently, with little day to day direction.

ESSENTIAL FUNCTIONS:

This position encompasses a broad range of duties that are common in a small school setting. These duties may include, but are not limited to:

Maintain student records, requesting and dispensing student cumulative files, intervention files, health records, filing report cards, CTBS forms, maintain student records in the computer, including attendance, discipline, etc.

Serves as a health aide and cafeteria helper.

Communicates necessary information to the designated bookkeeper in order to maintain adequate financial, payroll, employee absences, etc., records.

Processes Independent Study Contracts for students.

Provides clerical assistance to site administrator and support staff.

Types, distributes, and maintains various documents of a confidential nature (IEP, SST, reports, grants), compose correspondence including parent notification of excessive absences, SARB referrals, Principal's memos and communiqués, agendas, minutes, and other related duties.

Assists staff with duplication and supply acquisitions.

General receptionist duties including: answering telephones, greeting the public, etc.

Enrolls students and maintains attendance records and prepares related reports.

Ability to exercise discretion, tact, and confidentiality when meeting with the public.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Prepare and distribute awards and other documents pertaining to school functions as needed.

Assist in directing children to their proper destination before/after school.

May help supervise student assistants/work experience students.

May be required to provide library clerk services.

Other duties as assigned.

QUALIFICATIONS:

High school diploma or the equivalent.

Demonstrated ability to work independently, with little day to day direction.

Three years of increasingly responsible secretarial experience is desirable.

Ability to type 60 net words per minute desirable.

Working knowledge of various computers and software.

Must obtain and maintain valid CPR and First Aid certification.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to read, write, speak, and understand English well.