

Corning Union Elementary School District  
Job Description

JOB TITLE: SCHOOL SECRETARY

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Salary Range:	17	Department:	Clerical
Reports To:	Site Administrator	Approved by:	Board of Trustees October 11 2017

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**POSITION SUMMARY:**

To provide staff support and maintain general order, a friendly and professional demeanor in the front office, greet parents and the public, coordinate, process, and distribute all communications in a timely manner. To provide clerical assistance for the site administrator(s), and provide assistance in the absence of the Secretary/Bookkeeper.

**ESSENTIAL FUNCTIONS:**

Maintain student records, requesting and dispense student cumulative files, intervention files, health records, file report cards, various State and Federal forms, and utilize technology to maintain student records.

Process Independent Study Contracts for students.

Maintains various calendars and schedules, as directed (administrators, IEP, events, use of facilities, etc.).

Provides clerical assistance to site administrator(s) and support staff.

Secretarial duties include, but are not limited to: word processing, distribute, and maintain various documents of a confidential nature (IEP, SST, reports, grants, etc.), compose correspondence including parent notification of excessive absences, SARB referrals, Principal's memos and communiques, agendas, minutes, and other related duties.

Assists staff with duplication and supply acquisitions.

General receptionist duties include, but are not limited to: answering telephones, greeting the public, maintaining a friendly, helpful, and professional office atmosphere, 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.

May attend various trainings and workshops.

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

May help supervise student assistants/work experience students.

May act as health aide as needed.

Other secretarial duties on an as needed basis.

#### QUALIFICATIONS:

High school diploma or the equivalent.

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.

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

Must exhibit behaviors to maintain positive human relationships demanded in a public service agency.

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

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical aspects that this position classification must perform in carrying out essential job functions are as follows:

Persons performing service in this position may frequently lift and/or move up to 15 pounds and occasionally exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.

Involves movement within the work area and will involve walking or standing for extended periods. May be required to work at a computer terminal for prolonged periods.

May be required to travel both within and outside of District boundaries in order to attend trainings and/or meetings.

Requires manual dexterity to operate a variety of office equipment.

The noise level is typically moderate.