

Secretary-Elementary/Middle School

Chickasha Public Schools

Job Title: Secretary
Location: Elementary/Middle School
Immediate Supervisor: Principal/Assistant Principal/Counselor
Supervises: Office volunteers, student aides

Purpose of Position:

To ensure the efficient operation of the school office and contribute to the mission of the school.

Qualifications:

High school diploma or GED
 Two (2) years of related office experience, preferably in a school office
 Advanced training related to office management and computers
 Knowledge of accounting and bookkeeping procedures
 Must be bondable

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none"> • Good health and high energy level • Some bending and stooping • Ability to reach above shoulder level • Some climbing of short ladders • Ability to tolerate a stressful environment • Ability to lift objects weighing 10 lbs or more 	<ul style="list-style-type: none"> • Computer literacy • Filing, sorting, recording, tabulating and copying • Excellent computation skills • Effective communication both orally and written • Excellent interpersonal skills • Telephone etiquette • Ability to relate courteously with children and adults • Knowledge of accounting procedures • Effectively use all business machines • Work independently • Plan, schedule and organize work • Maintain a positive work environment • Interpret and apply laws, regulations and policies • Ensure the quality of work as measured against established standards • Maintain confidentiality • Proficient in multitasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Principal.)

- Comply with School Board Policy
- Responsible for keeping accurate records of attendance for all students; compiling and maintaining the necessary data; making all attendance reports, drops and gains, class size analysis reports and forwarding them to the central office on time. If applicable; print schedules, report cards and transcripts

- Accurate accounting procedures for activity funds and general budget funds (purchase orders, bills, invoices, etc).
- Collect and receipt monies from teachers (picture money, book orders, supplies, etc) and make daily deposits
- Responsible for all enrollment and withdrawal procedures, including transfers, requesting and sending of records and maintaining records of all such transactions
- Maintain records on employee absenteeism and forms for substitutes
- Obtain substitutes as needed
- Assisting Principal in typing and disseminating letters, memos, newsletters, faculty meeting agendas, State and NCA Accreditation reports, faculty and student handbooks, reports requested by SDE, district Superintendent, School Board and others deemed necessary by the Principal
- Responsible for basic first aid care for students sick or injured; taking temperatures, tending to minor cuts, scratches and other complaints of illness or injury; calling parents and or school nurse when necessary
- Answer the telephone and route calls and messages to proper individuals
- Receive and sort mail daily
- Give student medication and document in the daily log
- If applicable; In the absence of the building assistant, the secretary must have competency in all the procedures to handle the food service computer for breakfast and lunch
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Cheerfully greet all visitors, making them feel welcome; providing assistance or directing them to the appropriate persons for information
- Responsible for accurate inventory of all supplies and materials; compiling and ordering general supplies for entire school use; checking supplies in and properly storing and dispensing
- Responsible for maintaining a log of reason for students' absences and tardiness
- Responsible for checking textbooks and materials in and labeling appropriately
- Responsible for keeping cumulative files and health cards in proper order accurate
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date