

Building Secretary

Job Titles: Building Secretary
Department: Clerical
Reports to: Building Principal

Summary

Secretaries provide clerical support to building staff and maintain school records.

Essential Duties and Responsibilities

An individual who holds this position must:

Make and receives phone calls, takes messages and routes calls

Maintain school records and files

Type, prepare, distribute and file school records, reports and correspondence

Distribute mail for the building

Greet office visitors

Assist and orient substitute teachers

Keep student attendance records

Keep staff attendance records

Check students in and out of school

Assist the school nurse with distribution of medications when necessary

File reports with state and federal agencies as required

Other duties as assigned

Supervisory Duties

Directs the activities of students who work in the office

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications

Education

High school graduate

Certificates, Licenses, Registrations

None, however a keyboarding skills test will be administered

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals

Write simple and complex reports and correspondence

Speak with members of the public, students and other staff members

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

Building Secretary

Reasoning

An individual who holds this position must have the ability to:
Interpret instructions furnished in written, oral, diagram or schedule form
Solve problems when such problems have a variety of concrete variables

Technology

An individual who holds this position must:
Have strong computer skills including word processing, and working with spreadsheets and databases
Be able to understand and submit online reports to state and federal agencies
Have the ability to learn new systems and software

Other Skills and Abilities

An individual who holds this position must have:
Strong interpersonal skills and ability to work closely with a variety of staff members and the public
The ability to safeguard confidential information

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 essential functions.

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.