

TITLE: Building Secretary

REPORTS TO: Building Administrator

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Two years of experience in clerical work of a responsible nature, requiring frequent contact with the public.
5. Ability to perform with speed and accuracy.
6. Make mathematical calculations.
7. Understand and carry out oral and written directions.
8. Establish and maintain cooperative and effective working relationships with children and adults.
9. Knowledge of computers required.
10. Additional software course work preferred.
11. Such alternatives to the above qualifications as the Board find appropriate and acceptable.
12. Must be proficient in English both oral and written.

JOB GOAL: To assist the Administrator in the performance of his/her duties.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Gives information to the public regarding school matters in person and by telephone.
2. Independently answers routine correspondence not requiring the Administrator's attention.
3. Oversees or keeps student attendance records.
4. Maintains other student records and prepares reports.
5. Serves as student registrar performing enrollment and transfer processing.
6. Keeps time records of employees for payroll purposes, reports to the district office.
7. Types from oral directions, rough draft, copy or notes of a variety of materials.
8. Telephones and confers with parents regarding pupils absences and other matters of student welfare.
9. Records the use of school facilities by parent-teacher groups and other outside

organizations.

10. Administers first aid to pupils in the absence of the school nurse, distributes daily medicines.
11. Oversees or keeps records of school supplies, inventories, orders, receives, and distributes.
12. Assists in preparation of budget requests.
13. Become familiar with and apply school laws, rules, and regulations.
14. Keeps the accounting for all monies and/or any other funds belonging to the school or to the student body or any subordinate student group within the school as directed by the Building Administrator.
15. Is responsible for securing substitute teachers as needed.
16. Under supervision and/or requested by the building administrator, is responsible for such things as report cards, scheduling, data entry, parent/teacher conference organization and the taking and preparing of minutes to staff meetings.
17. Prepares and submits ODE Collections as assigned.
18. Ability to build good, positive working relationships with other office personnel.
19. Will cross-train in all functions of the office assistant and assist in cross-training the office assistant in all functions of the building secretary.
20. Follows all District policies and those contained in the appropriate district handbook.
21. Accesses a computer and checks on announcements and notices on a daily basis.
22. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
23. Other duties as assigned.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Manages time properly.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and work scheduled hours.
5. Notifies the building administrator in the event of illness.
6. Promptly informs the building administrator of problems that need attention.

Physical Qualifications: 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Building Secretaries will be employed for up to 210 days per year. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____