



**HOWARD LAKE – WAVERLY – WINSTED ISD 2687**

**JOB DESCRIPTION OF POSITION:** Confidential Employee

**Elementary School Secretary:** Under the direction of the Building Principal manages the flow of office tasks to insure completion as well as assists administration and teaching staff in the efficient professional operation of the office and school. Establish and maintain a friendly, business-like atmosphere. Communicate effectively, use good public relations skills, adapt to changing situations and meet deadlines and new requirements.

<b>Job Title:</b>	Humphrey Secretary	<b>Revised Date:</b>	11-13-17
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Job Description: Maintain safe and orderly office atmosphere.

- Secretarial:**
- Maintains confidential information in accordance with federal and state laws and policies.
  - Answer phones, directs to appropriate personal and students, and addresses requests, questions or situations.
  - Greet visitors, students, salespersons, teachers, staff and parents. Determines need for referral to appropriate personnel and/or address requests.
  - Sort and distributes mail to appropriate department and/or personnel.
  - Determines and maintains office supplies, textbooks, and all materials for Principal and staff. Checks in shipments, code bills for payment.
  - Collects, folds, staples and distributes classroom materials.
  - Prepares and distributes correspondence, standard letters, confidential letters, memos, bulletins, reports, monthly newsletters, student/teacher handbooks and directories.
  - Assist Transportation Director, enter student information into Versa Trans Transportation system.
  - Assist Bus Drivers via bus radio as situations occur.
  - Responsible when Principal and Dean of Students is out of the Building.
  - Responsible to secure building when custodian is out of the building.
  - Implement and carry out directives from Principal, Dean of Students and Superintendent.
  - Other duties as assigned.
- Student records:**
- Create and maintain student daily attendance, Define attendance parameters and excuse code table. Enter absences, tardiness and excuses. Verify absences with parents. Generate daily, quarterly and yearly reports.
  - Create and maintain elementary scheduling. Define term calendar, scheduling version, scheduling parameters, course definition, and class rosters and teacher class assignment schedules.
  - Create and maintain grade level report cards. Define grade level reporting parameters, grade type, grades and values, grading strategies, grading pattern requirements and report card definition.
  - Assists with administer student medical needs and medication (when nurse aide is unavailable). Determine what needs to be done in the absence of Nurse or Principal for medical emergency.
  - Keep current emergency information on all students.
  - Handle registration and transfer of students. Assigns student number, homeroom, class schedule, transportation, etc. Maintain student enrollment records.
  - Maintain and generate districts open enrollment.
- Substitute and staff records:**
- Oversee Elementary substitute teachers and paraprofessionals hired by Temp Agency. Creates, modifies and reconciles substitute placement with employee absence.
  - Handles in house and open subs position as needed, completes substitute forms for each sub with hours and pay amounts.
  - Track all comp time; submit comp time to be paid to Human Resources as needed.
  - Keeps record of employee schedules and attendance.
  - Each payroll period end, accepts time for employees on the District online time clock system.
  - Keep current emergency information on all staff.

<b>Job Location:</b>	Waverly	<b>Company Industry:</b>	Public School
<b>Job Role:</b>	Secretarial	<b>Employment Status:</b>	Full-time 225 days 8 hours
<b>Employment Type:</b>	Employee	<b>Manages Others:</b>	No

<b>Band-Grade-Sub Grade:</b>	C-4-1		
<b>State Job Match Points:</b>	150		
<b>Qualifications:</b>			
* Strong interpersonal skills		* Ability to multi-task in fast-paced dynamic environment	
* Excellent computer skills		* Excellent organization skills	
* Excellent oral and written communication skills			
<b>Career Level:</b>	Entry Level	<b>Years of Experience:</b>	[1-3 years]
<b>Degree:</b>	High school or Equivalent, Two year Administrative Assistant or Associates Degree		
<b>Non-Union</b>			
<b>Approved By: Jen Olson</b>		<b>Date Approved: 11/15/13</b>	