

# RIVER BEND EDUCATION DISTRICT

1315 South Broadway  
New Ulm, MN 56073  
(507) 359-8700 • fax (507) 359-1161

**POSITION TITLE:** Secretary - River Bend Schools

**REPORTS TO:** Coordinators

**BASIC FUNCTION:** Performs secretarial and receptionist duties, collects data and completes necessary reports, and assists students and faculty members as needed.

## **BASIC RESPONSIBILITIES:**

1. Answers phones, takes messages for students and teachers, directs calls to appropriate persons, greets visitors, distributes mail and schedules appointments with parents, school district personnel and others as directed by professional staff.
2. Types/word processes correspondence, memos, bulletins, requisitions, etc. as requested by professional staff.
3. Keeps accurate enrollment and attendance records. Prepares reports requested or required by the district and/or state.
4. Maintains student records, including an accounting of attendance, classes taken, grades and credits earned.
5. Responsible for the collection of hot lunch fees and reporting daily meal counts.
6. Arranges student transportation between districts with transportation directors.
7. Contacts school districts, parent(s), and/or others to report absences, and to arrange transportation due to school closings, suspensions, illness, etc.
8. Assists ill or injured students and gives daily Rx's as per written parental instructions.
9. Set up meetings, including IEP meetings, for school programs.
10. Maintains confidentiality in all work-related activities.
11. Performs other duties and responsibilities as apparent or assigned.

## **QUALIFICATIONS:**

1. Ability to type 50 WPM.
2. Prior experience with (or willingness to learn) Google applications and Infinite Campus.
3. High School Graduate. Post-secondary training in office skills is desirable.
4. Ability to efficiently and effectively organize work activities.
5. Ability to maintain a positive, courteous working relationship with staff and clientele.
6. Prior school clerical experience is desirable.
7. Ability to lift and carry instructional materials, assessment kits, equipment or other necessary job-related items weighing up to 20 pounds.