

Building Secretary

Pemiscot County Special School District

Job Titles: Building Secretary
Department: Clerical
Reports to: Building Principal
Classification: Nonexempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

Secretaries provide clerical support to building staff and maintain school records. And handle medical issues in absence of school nurse per district policy.

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

Handle medical issues in absence of school nurse per district policy.

Any other duties as assigned.

Supervisory Duties:

None.

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 but preference of at least two years of clerical experience and or training.

Two years of college preferred.

Certificates, Licenses, Registrations

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None required. Clerical training certificates preferred.

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

Ability to interact in a friendly manner with co-workers, parents and students

Computation

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

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.

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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 phone calls, visitors, students and staff members entering and exiting. There will be times when people will be talking simultaneously. It is an office within a typical school. The majority of the work is conducted inside a climate controlled office environment.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.