

**POPE COUNTY CUSD #1
JOB DESCRIPTION**

TITLE: Elementary School Secretary

PAY SCHEDULE: Elementary School Secretary

WORK HOURS: 7 ½ hrs./day @ 11 months

QUALIFICATIONS:

- Good physical health to perform regular lifting up to 10 lbs. and occasional lifting up to 25 lbs.
- Visual concentration skills involving detail, dexterity and precision
- Demonstrated aptitude or competence for assigned responsibilities
- Ability to read, interpret, explain and follow rules, regulations, policies, and procedures
- Strong oral and written communication skills including: correct English usage, grammar, spelling, punctuation, and vocabulary
- Strong organizational and analytical skills
- Proficient computer skills
- Ability to hear and understand speech at normal levels in person and/or on the telephone
- Ability to see for the purpose of reading instructional materials, documents and other printed materials and for observing students
- Skill in operating general office equipment
- Ability to type at an acceptable rate of speed
- Ability to set up and maintain an accurate filing system
- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with students, parents, staff and the general public
- Demonstrated ability to work with diverse groups of individuals
- High school diploma or equivalent
- One to three years related secretarial experience and/or training; or equivalent combination of education and experience

REPORTS TO: Building Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the education of the students.

MAJOR RESPONSIBILITIES AND DUTIES

- Answer telephone, receive and deliver messages
- Greet and refer all guests to appropriate offices or school personnel

- Assist with student registration, enrollment and withdrawal processes
- Issue teacher supplies to staff; maintain and keep an inventory of office supplies
- Track daily attendance for students and maintain all attendance records
- Take a lunch count daily and report lunch count to cafeteria staff
- Maintain and update student records for the Free/Reduced Lunch Program
- Compile statistical data for state reports as directed (such as attendance, free/reduced lunch participants, etc..)
- Maintain an orderly filing system, keeping all office materials and files up to date
- Collect, give receipts, record and deposit various school revenues; prepare student meal invoices as required; maintain individual student meal and book rental accounts; maintain and balance school activity accounts
- Maintain and be proficient in using the student information system (STI)
- Maintain and update information for SIS under IWAS on the ISBE website
- Secure substitutes for staff that will not be in attendance
- Supervise all office help
- Perform related duties as assigned by the building principal in accordance with the school policies and practices