

**ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	ELEMENTARY SCHOOL BUILDING SECRETARY	REPORTS TO:	Principal or designee
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TRAINING QUALIFICATIONS

- High school diploma or GED equivalency
- Pass a series of typing, word processing and grammar tests
- Have a working knowledge of basic office procedures and the operation of common office equipment, machines and computers
- Previous experience as a secretary preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
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- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Perform secretarial duties for assigned personnel as requested
2. Receive and route incoming phone calls
3. Coordinate events such as school photos and annuals by supplying teachers with the necessary forms, maintaining records of orders and money received, and distributing items upon receipt
4. Call for service on office/school equipment as needed. Perform general maintenance as required on office/school equipment and report copy count from school copiers
5. Register new students; enter and maintain student files in the student management program; distribute information to teachers and food services. Set up permanent files and records for new students
6. Withdraw students from school upon request of parents and report to teachers and food services if the student is on the free or reduced lunch program.
7. Prepare and send out records of transferring students during and at the end of the school year upon request of the schools
8. Maintain and update class rosters
9. Code all special education students to appropriate options in student management database for monthly recording
10. Organize, maintain, and assume responsibility for files of correspondence, forms and reports
11. Collect school fees and receipt all money received; prepare deposit for district office
12. Prepare, type and maintain records for all purchase orders. Check off packing slips against the office duplicate as shipments arrive. Requisition, receive, store and distribute supplies and office materials, maintain materials and equipment inventory as assigned
13. Maintain school inventory and related tasks
14. Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs
15. Perform daily tasks such as visitor information; check in/out of students, parent inquiries, homework requests, or assisting teacher's when needed
16. Maintain school website and email special notices and information to parents as needed via listserv
17. Assist with fire and tornado drills
18. Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures
19. Assist in orienting new teachers and coordinating substitute personnel; provide keys and instructional materials and maintain related records
20. Supervise preparation of daily and monthly attendance reports for staff; check out keys; secure office building
21. Oversee and assist in maintaining accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual
22. Determine needs of children entering the nurse's office with injuries or illness when a nurse or health assistant is not present and administer first aid as necessary
23. Provide clerical assistance to faculty and staff as needed
24. Record daily absences and tardies into student information database and prepare daily report to keep on file. Place calls to parents/guardians of students who did not call in absence. Process lunch tickets
25. Prepare letters of students absent 10 or more days. Send letters to parents of truant students (absent 10 days). Send names of students/parents contacted by letter to principal and attendance officer

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POSITION NO. 4.20

- 26. Run individual attendance summary reports as required
- 27. Prepare attendance report and annual attendance reports from student management database and forward to administration building
- 28. Assist in preparation of the kindergarten registration process
- 29. Provide appropriate information to the PTO
- 30. Complete other tasks as assigned by the principal.

*Some duties may be assigned to the Office Assistant.

TERMS OF EMPLOYMENT	221 contract days
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