

AGUILA ELEMENTARY SCHOOL DISTRICT

JOB TITLE: SCHOOL SECRETARY

Position Type: Non-Exempt	Department: Support Services
Salary Schedule: Classified Level 11	Reports to: School Principal
FTE: 1.0	Location: School Campus
Term of Employment: 12 Month Calendar	Date: 07/28/2020
Shift: Day	Approved by: Human Resources

Preparing Students to excel in all of the opportunities of the 21st Century.

POSITION SUMMARY: Assists and relieves the School Principal of paperwork and impediments so that the School Principal may devote maximum attention to the central issues, problems, and affairs of education and educational administration on a school campus.

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, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Classifies, sorts, and files correspondence or other data;
- Collates and assembles printed matter;
- Maintains a positive working relationship with school staff, District staff, students, parents and community;
- Compares information or data with other records for verification;
- Composes and prepares correspondence;
- Computes and records cash;
- Makes out deposit slips;
- Reconciles financial records;
- Computes, classifies, and transcribes data;
- Computes grades;
- Coordinates schedules;
- Issues parent notifications on Remind application system;
- Duplicates, photocopies, and prints school system forms and reports;
- Issues permits for community use of school facilities;
- Issues timely announcements of upcoming events, deadlines, and the like;
- Maintains cumulative student records;
- Maintains files, inventory of office supplies, student attendance records, records required by policy, regulation, law, or good practice.
- Manages all incoming calls.
- Proofreads;
- Registers students;
- Complies with all rules, regulations and policies of the Governing Board.
- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

TASK LIST:

◇General Office Support

- Filing—Student Files
- Pick up mail & Distribute
- Make copies—Office, Students and Teachers
- Phone parents to deliver messages from teachers, staff, etc.
- Student Enrollment into Student Information Systems
- AZEDS/OELAS Data Updates
- Input data into Synergy/Rollover Galileo & Renaissance Student Data Yearly
- Café Reports to ADE

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- Café Menu Development

◊Student Support

- Keep daily attendance books

◊Teacher Support

- Schedules—Type, revise and deliver
Teachers, Classes, paraprofessionals
- Answer questions on supplies and general information
- Schedule and arrange field trips
- Translating—Daily basis and P/T conferences

◊Purchasing/Supplies

- Purchase Orders—create, send and distribute
- Call companies for information on orders, prices, balances
- Keep track of orders/paperwork coming in (turn in to Business Manager when paperwork is completed)

◊Communication

- Create, translate and distribute notices to parents
- Type and distribute memos to teachers
- Information to parents as requested
- Type and print envelopes and labels for school use

◊Health Aide

- Keep Log for First Aid/Medication/Special Medication to students
- Notify parents of illnesses or more serious medical problems
- Oversee Head checks
- Vision/Hearing - Send notices to parents
- Notify health department of communicable disease
- Clean-up accidents when janitor not available

◊Systems Support

- Troubleshooting—Office Equipment, Fire Alarm, Sprinkler System and Water Pump when Maintenance Staff not available
- Morning Duty when Teacher Aides are not available
- Clean-up Accidents when Maintenance Staff not available

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

COMMUNICATION SKILLS:

- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must use appropriate grammar;
- Ability to communicate effectively;
- Must have legible handwriting.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

EVALUATION: Annual evaluation by the School Principal in accordance with Board Policy.

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COMMENTS:

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.
This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by _____

Date _____