

**PENINSULA SCHOOL DISTRICT**  
**Job Description**

**SECRETARY**

**Location: Elementary School**

**JOB SUMMARY:**

This position provides secretarial support to the office manager in the elementary school. Responsibilities vary according to individual building assignment, but typically include answering the telephone and greeting office visitors, maintaining student records, posting student attendance, providing first aid medical care to students, and typing correspondence and forms.

**DUTIES AND RESPONSIBILITIES:**

Depending upon individual school needs, the elementary school secretary performs all or a combination of several of the following duties as assigned by the office manager:

1. Serves as office receptionist; answers and responds to telephone and in-person inquiries from students, parents, and the public. Receives, sorts, and distributes mail; prepares outgoing items for mailing.
2. Provides basic first aid care to ill or injured students in the absence of the school nurse; calls parents and arranges for transportation home as necessary; administers medication as authorized.
3. Registers incoming students and processes enrollment materials; enters data on computer; requests data from other school as needed. Assists in process of withdrawing students from the school.
4. Maintains student attendance records; posts daily attendance; enters data on computer. May prepare enrollment reports.
5. Processes applications for the Free and Reduced Lunch program; explains program to parents; forwards information to Food Service Department. Distributes, retrieves, and summarizes federal survey forms.
6. Receives monies for student activities; counts money and prepares deposit slips; maintains those accounting ledgers. Calls parents concerning non-sufficient fund checks as needed.
7. Types a variety of forms, memoranda, and correspondence; types materials for teachers and other staff as requested. Duplicates and distributes materials.
8. Types accident reports; forwards accident report information promptly.
9. Monitors behavior of students in the office area; oversees behavior of students sent to office for disciplinary reasons.
10. Maintains inventory records; periodically inventories supplies and materials.
11. May supervise students on the playground during recess periods; enforces playground rules and regulations; monitors safety of students; ensures that visitors on the playground have checked in at the school office.

12. Maintains student files and other records. Pulls files and compiles information for listings as requested. Coordinates homework assignments for ill or absent students.
13. Provides backup assistance for office manager during absence; assists office manager with special projects as requested.
14. Performs a variety of related duties as assigned by office manager or school administrator.

**REPORTING RELATIONSHIPS:**

Reports to Principal. Receives work assignments from Office Manager.

**WORKING CONDITIONS:**

Office environment; secretarial duties require dexterity and precision. Experiences frequent interruptions. Required to attend to ill or injured students. Exposed to infectious diseases carried by children. May be required to deal with angry or upset individuals.

**AFFILIATION:** PSE - Clerical

**FLSA:** Covered

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

High school graduation or equivalent, and two years of secretarial experience. Experience in dealing with children.

**Allowable Substitution**

Advanced technical training in secretarial or clerical procedures may substitute on a month-for-month basis for the required experience.

**Knowledge, Skills and Abilities**

Knowledge of general secretarial procedures.  
Knowledge of correct grammar, spelling, and English usage.  
Keyboarding skill at 50 words per minute.  
Skill in operating general office machines.  
Effective oral communication skills.  
Ability to interact with children in a warm and confident manner.  
Ability to screen and treat minor student illnesses or injuries.  
Ability to accurately perform arithmetic calculations.  
Ability to learn the operation of word processing equipment or a microcomputer.  
Ability to maintain accurate records.  
Ability to follow instructions.  
Ability to maintain confidentiality.  
Ability to remain flexible to changes in work assignments or situations.  
Ability to establish and maintain effective working relationships with students, parents, staff, and the general public.

**Licenses/Special Requirements**

Must complete training in first aid and CPR as required by the District. May require training in voter registration.