



TITLE: SECRETARY (ELEMENTARY)

DEPARTMENT: Elementary

TITLE OF SUPERVISOR: Elementary Principal

QUALIFICATIONS: Holds a high school diploma. Has knowledge of calculator, ditto machine, etc. Has skill in typing, filing and public relations.

TERMS OF EMPLOYMENT: Work year is ten (10) months. Salary according to current schedule.

GENERAL RESPONSIBILITIES: Performs secretarial duties. Organizes and maintains office for immediate superior.

EVALUATION: Performance of this job will be evaluated by the Elementary Principal.

DESCRIPTION OF DUTIES:

1. Enrolls students and requests cumulative records on new enrollees.
2. Maintains absentees/attendance for students and other school personnel, compiling report of same.
3. Arranges for substitute, when necessary and prepares substitute reports.
4. Types/files all correspondence, memos, schedules (P. E., Art, Music, etc.)
5. Duplicates test papers and daily work papers for teachers.
6. Prepares reports of substitutes, monthly ADA, sixteenth section, other local, state and national reports.
7. Checks for immunization compliance and dental forms on all students.
8. Keeps registers (transfers, drops, new enrollees, etc.)
9. Processes/verifies lunch forms.

Telephone #: (662) 827-2276 Fax #: (662) 827-5261

10. Handles all money (pictures, programs, drinks and paper/pencil).
11. Arranges parent/teacher and/or principal/parent conference time.
12. Reports excessive absentees to School Attendance Officers.
13. Maintains records of inventory, requisition, etc.
14. Applies first aid for external, minor injuries.
15. Calls parents to inform them of child's illness.