

FES Principal Secretary

School:	<u>Falls Elementary School</u>	FLSA Status:	<u>Non-exempt</u>
Reports to:	<u>Principal</u>	Union:	<u>Local 510</u>
Days/Hours	<u>218 days @ 8 hours per day</u>	Date:	<u>03/26/2024</u>

POSITION SUMMARY:

Lead secretarial/administrative support to the principal, staff, students and parents to ensure efficient operation of the school, maintaining strict confidentiality.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answers phones, manages building door security, registers visitors, responds to parent inquiries, locates students, and manages office waiting area
- Performs a wide variety of clerical duties, including but not limited to, typing and preparing letters, student handbook updates, memoranda, reports, bulletins and handling correspondence to staff, parents, students and community members
- Maintains student rosters, records, handles student registrations, processes transcript requests, and enrolls/ withdraws students
- Responsible for year-end rollover, including grade progression, student schedules and teacher room assignments in Skyward
- Schedules appointments, staff meetings and organizes parent/teacher conferences
- Records student absences, serves as parent/student liaison
- Assists students with requests and disburses student medicines when nurse is unavailable
- Collects food service payments and oversees cash box/cash handling
- Responsible for student announcements
- Provides backup support for paraprofessional and teacher call-in
- Serves as main office contact for substitute paraprofessionals and substitute teachers
- Responsible for running grade report proof sheets, printing report cards, and analyzing and reporting of disciplinary records
- Responsible for FOB System and master keys
- Acts as back up to other secretary in front office
- Other duties as assigned

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

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EDUCATION/CERTIFICATION/LICENSURE:

- High School Graduate
- Associates degree with course work in business, math, word processing, office procedures and record keeping preferred

EXPERIENCE REQUIRED:

- One to three years receptionist/administrative assistant experience preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Computer skills, experience and proficiency in Microsoft Office Suite
- Strong organization and clerical skills to handle a variety of office procedures
- Excellent verbal, written and interpersonal communication skills
- Welcoming human relations skills to communicate and deal effectively with the public, co-workers and staff.
- Ability to work collaboratively with other secretarial staff.
- Ability to take initiative, prioritize, organize, manage multiple tasks, work under pressure, problem-solve, work independently, and handle frequent interruptions.
- Ability to proof and edit written communication.
- Training/experience in office-related duties (i.e. administrative assistant, office management, communicating with the public, data privacy, etc.)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The district reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or needs dictate.

Position descriptions assist the district in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the district. The district maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

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EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date