

**Job Title:** Record keeper/Building Secretary

**Qualifications:** 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.

**Reports to:** Building Administrators

**Job Goal:** To have a smooth, professionally run office in which students/patrons feel comfortable.

**Performance Responsibilities:**

- Assist in handling the building receptionist duties including answering the telephone, forwarding messages, and offering assistance to students, parents, teachers, and visitors entering the office.
- The secretary is expected to be aware of all functions at school. Parents and teachers will expect the secretary to know times and locations of events, bus arrival and departure times, school closings, and all activity dates and trips.
- Collects money and maintains accounts as directed by the principal.
- Maintains records of student attendance and reports absences.
- Maintains participation records for the daily meal program.
- Keeps the superintendent's calendar and keeps he/she informed on meetings and appointments well in advance of such meetings; rearranges appointments if necessary.
- Maintains an efficient filing system for the district office. Maintains filing system for district reports, inventories, yearly book orders, supply lists for classes and student's supplies.
- Supervises use of office equipment (copy machine, telephones, etc.).
- Prepares and maintains all core data records and reports this information to the state department.
- Assist in the development of bus routes and bus services.
- Screens and verifies meal program applications, orders meals and keeps required records for the meal program.
- Is responsible for school correspondence of written letters, etc.
- Prepares handbooks, guides, and other plans for the district.
- Distributes the district's mail.
- Collects money and forwards that revenue to the bookkeeper.
- Performs minor First Aid when the nurse is not available.
- Maintains a complete and systematic set of records for the district.
- Make such reports as may be required by the Board of Education.
- Assist in the keeping of students grades and discipline records.
- Attends seminars that relate to improving job procedures.
- Publishes newsletters and monthly calendar
- Keeps students' personal records up to date and well maintained.
- Performs such other duties and assumes such other responsibilities as the administrators may assign.

**EDUCATION and/or EXPERIENCE:** High school diploma or equivalent; office experience; mature; reliable; neat appearance; ability to communicate well with students, faculty, and parents; ability to handle confidential matters; knowledge of computer and word processing necessary; experience with office machines.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**OTHER SKILLS and ABILITIES:** Ability to pass a typing test at 55 words per minute. Demonstrated ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS;** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm, or finger motion many times as in typing. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.*