

## **SERIES 500 – PERSONNEL**

### **Support Staff Job Description and Evaluation – 560**

#### **Job Description of the Elementary & District Administrator’s Secretary (564.1)**

##### **Basic Function**

It shall be the basic function of the Elementary and District Administrator’s Secretary to perform the tasks listed in this policy and also perform other reasonable tasks at the direction of the District Administrator. The Elementary and District Administrator’s Secretary must have skills in communicating with students, parents, community members, staff, and administration in a positive way. Other skills include, but are not limited to; the ability to listen and follow directions, quality organizational skills, proper groom and dress, and the flexibility to handle the various unexpected duties that happen during the course of a school day.

##### **Qualifications**

The Elementary and District Administrator’s Secretary is required to have a high school diploma. Any other post-secondary training in secretarial or clerical skills is recommended. Keyboarding and computer skills are necessary. Confidentiality of information available to the employee is critical.

##### **Reports to**

The Elementary and District Administrator’s Secretary reports primarily to the Norwalk-Ontario-Wilton District Administrator.

##### **Specific Responsibilities**

The duties and responsibilities of the Elementary and District Administrator’s Secretary consist of, but are not limited to the following:

##### **Students Record Keeping**

- 1) Maintain elementary student attendance records.
- 2) Create and distribute elementary student information packets to parents.
- 3) File, and keep orderly files of pertinent information.
- 4) Mail out requested student records by other school districts.
- 5) Request student records of other school districts.

##### **Fiscal Activities**

- 1) Count ala carte monies from food service revenue.

- 2) Collect staff telephone use monies.
- 3) Collect, receipt and deposit school lunch monies.
- 4) Receipt resale monies for sale and supplies. (ie. fax, postage)

### **Duties Including Student Data**

- 1) Entry and Withdraws all NOW District students on Skyward Student Software System.
- 2) Updates WSLS and ISES student tracking system.
- 3) Completes the School District Census every year.
- 4) Updates class lists from student entry and withdrawal.
- 5) Mails and receives all student records requests.
- 6) Updates all student record information on Skyward Student Software System.
- 7) Creates elementary student informational packets for parents annually.
- 8) Keeps and maintains all elementary student attendance records.

### **Food Service**

- 1) Update student and staff food service accounts on Skyward Software System.
- 2) Distribute, collect and organize free and reduced lunch forms.
- 3) Create bar codes for elementary food service.
- 4) Process afternoon and morning milk count forms.
- 5) Process and submit school lunch report and snack report to the Department of Public Instruction.
- 6) Make sure student food service records are uniform with a student's educational records.
- 7) Communicate with parents, students and staff questions concerning food service.

### **Miscellaneous Duties**

- 1) Answer the telephone and relay messages to staff and students.
- 2) Greet and assist people as they come to the office.
- 3) Run all office machines.
- 4) Get materials to staff as requested.
- 5) Order all Elementary Office supplies.
- 6) Purchase postage for postage meter.
- 7) Take mail daily to post office.
- 8) Inform teacher and bus driver regarding elementary students riding home on a different bus that day.
- 9) Inform bus drivers and Wilton Bus service of student change of address or new or moved students that affect transportation.
- 10) Any other reasonable request of the Elementary Principal and District Administrator.
- 11) Grades 3-6 Gradebook scheduling.

### **Evaluation of the Elementary School and District Administrator Secretary**

The Elementary School and District Administrator Secretary will be evaluated once annually prior to June 30 by the District Administrator. The evaluation will cover the ability of the employee to perform the list of duties on this policy, perform skills listed on the basic function section of this policy, and will also be evaluated on general employability skills not listed on this policy. (ie. attendance, efficient use of work time, etc....) The evaluation will describe skills the employee does well and will give recommendations in areas that the employee needs improvement. The Elementary School and District Administrator Secretary can request a meeting over the evaluation with the District Administrator within five (5) business days of receipt of the evaluation. The employee may add an addendum to the evaluation as well.

Adopted: 1/22/07