

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.
- 6) Print and distribute Elementary Report Cards for 3rd – 6th grade.
- 7) Enter pertaining Pass/Fail information for Early Childhood – 2nd grade for Course Work Completion Reporting.
- 8) Oversee and ensure completion of student online registration.

Fiscal Activities

- 1) Collect staff telephone use monies.

- 2) Receipt resale monies for sale and supplies. (ie. fax, copies)
- 3) Contact copier lease company for any mechanical issues with elementary workroom and district office copy machines.
- 4) Enters copy machine meter reading information to copier lease company.
- 5) Complete, distribute and collect all staff letters or assignments and/or contracts.
- 6) Maintain files for District Administrator.

Duties Including Student Data

- 1) Compile attendance and current class lists for the September and January Count Days.
- 2) Complete DPI form PI 1563 for reconciliation purposes from the September and January count days.
- 3) Complete DPI form 1804 W2 for the Summer School Membership Report.

Food Service

- 1) Distribute, collect and organize free and reduced lunch forms.
- 2) Collect afternoon and morning milk count forms.
- 3) Communicate with parents, students and staff questions concerning food service.
- 4) Collect, receipt and deposit school lunch monies.

School Board Duties

- 1) Compile and distribute Board Packets.
- 2) Prepare additional packets for local media and board meeting attendees
- 3) Proofread board minutes for District Administrator.
- 4) Update minute book.
- 5) Assist Administration in the preparation of the Annual Meeting Booklet.

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) Run mail daily through postage meter.
- 8) Inform teacher and bus driver regarding elementary students riding home on a different bus that day.
- 9) Inform bus drivers 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) Elementary gradebook scheduling.
- 12) Update and maintain staff mailboxes in Elementary Workroom.
- 13) Create and distribute monthly elementary newsletters.
- 14) Completes monthly fire drill report.

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

Revised: 5/13/2019