

Building Secretary

Job Titles: Building Secretary
Department: Secretarial
Reports to: Building Principal/Director
Classification: Non-exempt
Category: Support Staff

Summary

Office secretary provides clerical support to building staff and maintain school records.

Essential Duties and Responsibilities

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Perform database functions, attendance and scheduling functions as related to the student information system software.
- Assist in transferring student records to the next building level.
- Type correspondence for staff members.
- Primary phone receptionist.
- Distribute incoming mail.
- Assist office visitors and students with their respective needs, prepare admission passes.
- Answer and direct incoming calls.
- Maintain daily attendance records and submit reports to agencies, daily, weekly, or as needed. Notify parents of student absence.
- Maintain office equipment.
- Cross train with office manager.
- Maintain confidentiality.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Directs the activities of students who work in the office.

Qualifications

Education - High school graduate

Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and interpret documents such as instructions and procedure manuals.
Write simple and complex reports and correspondence.
Speak with members of the public, students and other staff members.

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Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Reasoning

An individual who holds this position must have the ability to:
Interpret instructions furnished in written, oral, diagram or schedule form.
Solve problems when such problems have a variety of concrete variables.

Technology

An individual who holds this position must:
Have strong computer skills including word processing, and working with spreadsheets and databases.
Be able to understand and submit online reports to state and federal agencies.
Have the ability to learn new systems and software.

Other Skills and Abilities

An individual who holds this position must have:
Strong interpersonal skills and ability to work closely with a variety of staff members and the public.
The ability to safeguard confidential information.

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 essential functions.

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.