

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

Position: ELEMENTARY CLERK/SECRETARY

Supervisor: Principal

**GENERAL JOB DESCRIPTION:** To assist administration, staff, and visitors in any way necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Work cooperatively with colleagues, supervisors and administrators.
2. Demonstrate ethical behavior
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do successfully to complete assigned work.
7. Project an over-all concern and personal appearance as it relates to job performance.
8. Perform usual office tasks to include, but not limited to: computer tasks, filing, receiving, placing and routing phone calls, and correspondence.
9. Maintain and keep files current.
10. Assist with and create reports as directed.
11. Gather, file and disseminate information as required.
12. Receive visitors to the office and respond to their needs.
13. Submit all leave request to Central Office.
14. Other tasks as may be deemed appropriate and necessary by the immediate supervisor and or the superintendent.
15. Record Attendance on a daily basis.
16. Notify select parents of student absences.
17. Oversee the check-in/check-out process.
18. Prepare attendance letters to parents and refer chronic absences to social worker.
19. Perform secretarial duties for the principal.
20. Receipt and deposit monies and keep a true and accurate accounting of all accounts.
21. Ability to deposit money daily and understanding banking procedures.
22. Originate and account for Activity, Budget, and Booster purchase orders, originate and verify purchases from General Operational Budget, ability to review and knowledge of purchasing.
23. Count Activity deposits.
24. Make/count money boxes when necessary.
25. Maintain accurate records and reconcile with District Office on GO, Activity, and other accounts allocated to site.
26. Enter requisitions through iVisions.
27. Send purchase orders to vendors and ensure orders are received in their entirety before submitting payment approval.
28. Supervise student office aides.
29. Maintain leave requests for the staff through automated substitute system.
30. Maintain substitute requests for the staff through automated substitute system.

31. Assist teachers with copy machine needs.
32. Order school supplies as directed by administration.
33. Order textbooks as directed by administration.
34. Assist administration with the Academic Awards Presentation.
35. Perform duties necessary to running the front office.
36. Answering the phone.
37. Greeting/assisting parents.
38. Directing substitutes.
39. Assisting visitors.
40. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Keep an accounting of and assist with fire drills, student insurance, faculty activity tickets, supply orders, supplementary textbook orders, and times sheets for support staff.
2. Be available to work odd hours.
3. Utilize various computer programs as needed.
4. Refer all medical emergencies to school nurse and follow district policies in administering medication.
5. Perform other tasks as may deemed appropriate and necessary by the immediate supervisor and/or the superintendent.

**QUALIFICATIONS:**

1. High school diploma or GED equivalency.
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge of purchasing procedure.
5. Demonstrated knowledge and skill of computer function and operation.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

**TERMS OF EMPLOYMENT:**

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Board.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_