Updated 3/25/19

**Title:** Office Secretary

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: During the school year, work the same days as teachers, work day (8:00-4:00 p.m.) & (during the summer 8:00 a.m. – 4:00 p.m. or as approved by Superintendent), 30 minute duty free lunch. Holiday, vacation, and leaves determined by Board Policy 5:330 for 12-month support staff.

Job Tasks/Responsibilities:

General Office

* Oversee and coordinate the office (phones, messages, assist students, staff, and visitors, and complete daily tasks)
* Interact positively and professionally with all District stakeholders
* Assist students with minor medical needs, if nurse is not present or available
* Oversee, coordinate, and assist with daily mail, post office trips, and maintaining postage meter
* Work closely and cooperatively with Administration and Office Team
* Maintain aesthetically pleasing and welcoming office
* Order and manage inventory of office supplies

District Tasks/Reports

* Coordinate and complete daily, monthly, and yearly lunch count totals and reports
* Coordinate and complete daily, monthly, and yearly attendance and enrollment records and reports
* Update and coordinate District’s SIS reporting
* Coordinate and/or assist with invoices, P.O.’s, and purchasing records
* Coordinate master schedule of the District and online schedule
* Assist with the uploading of resources to the District’s website (schedules, forms, etc.) and BoardBook (meeting minutes, reports, etc.)
* Coordinate various local, state, and federal grant and program applications, requirements, and compliance items
* Assist with student supply lists and the ordering of student handbooks
* Assist with student and staff recognition certificates and awards
* Coordinate student temporary and permanent files and transcripts
* Coordinate registration and update necessary forms
* Coordinate and/or assist with weekly *Rebel Reports*
* Coordinate picture day
* Oversee student activity account and reconcile financial reports
* Assist with District records, ensure District security (storing files, management of online systems, and implementation of building safety procedures)
* Assist with daily flow of student and staff payments (document, record, and coordinate with Bookkeeper)
* Assist with staff attendance and employment forms and records
* Coordinate and/or assist scheduling for substitutes
* Assist with the point of sale system during student lunch periods
* Assist with organization and coordination of bussing for students

Other

* Ensure District compliance with local, state, and federal laws, rules, and regulations
* All other duties as assigned considered as “other”