

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: School Secretary – Elementary School

REPORTS TO: Principal and Assistant Principal

JOB GOAL: To assure the smooth, efficient, and professional operation of the school office and to provide support to the students, staff, and administration in achieving the educational goals of the Augusta School Department.

QUALIFICATIONS:

1. High School graduate or equivalent
2. Strong computer base skills, including Microsoft Office
3. Knowledge of general office procedures and use of office machines
4. Flexibility to work within timelines, fast paced and accurate attention to details.
5. Administrative writing skills, clear verbal communication, strong organizational skills, and ability to work cooperatively as part of a team

PERFORMANCE RESPONSIBILITIES:

- Manages all record requests in a timely manner
- Practices safe work methods; assists in keeping work areas and equipment in safe operating condition and promptly notifies supervisor of any safety hazardous conditions
- Maintains strict confidentiality per FERPA law
- Fosters a welcoming and helpful environment for students, parents, staff and community
- Schedules and prepares for kindergarten screening
- Works collaboratively with all school staff
- Receives and routes all incoming calls and messages
- Routes incoming mail when appropriate or needed
- Prepares necessary correspondences, certificates, rosters, and reports as required by position
- Manages new student registrations and Web2School student updates
- Maintains daily staff attendance, tracks staff personal and professional days

- Maintains records of student discipline (suspensions and detentions)
- Maintains employee phone burst telephone numbers for central office
- Maintains daily student attendance and confirms absences
- Schedules and maintains administrator’s calendar
- Assist in providing first aid and administration of prescribed medications under the general supervision of the school nurse, assigned*
- Assists with ordering, receiving and disbursement of supplies
- Performs financial accounting duties at the level consistent with the responsibilities delegated
- Performs all other duties as assigned by the administrator and guidance counselors

TERMS OF EMPLOYMENT:

38 week position

Sick Leave: Per negotiated Augusta Education Association agreement
 Salary Range: Per negotiated Augusta Education Association agreement
 Evaluation: Performance for this position will be evaluated annually by the building administrator

**Individuals will be properly trained and certified in First Aid/CPR, will maintain such certification, and will receive stipend payment as negotiated in collective bargaining agreement.*

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____ **Date:** _____
 Superintendent of Schools