

LIBERTY-BENTON LOCAL SCHOOLS
JOB DESCRIPTION (Updated 4/24/2019)

TITLE:	Secretary
REPORTS TO:	Principal
EVALUATED BY:	Principal
EMPLOYMENT STATUS:	Established by Individual Contract
FLSA STATUS:	Non-Exempt
JOB OBJECTIVES:	Serve as secretary for the building main office and perform such duties to assure the accurate and efficient operation of the office.

ESSENTIAL FUNCTIONS:

1. Takes the initiative to perform routine tasks independently.
2. Upholds board policies and follows administrative procedures.
3. Relates well to other employees and maintains a high level of professionalism.
4. Promotes a favorable image of the school district and supports the school in the community.
5. Uses good judgment.
6. Demonstrates proficiency in all written and electronic communication.
7. Deals with unexpected situations quickly. (Ill children, spills, broken glass, etc.)
8. Participates in training as directed.
9. Keeps all student information confidential.
10. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues.
11. Maintains accurate and timely records.
12. Corresponds with the public in a professional manner.
13. Acts responsibly to protect district equipment and property.
14. Proficient at performing secretarial skills.
15. Prioritizes and effectively handles a demanding workload.
16. Identifies problems and recommends solutions to supervisor.
17. Seeks advice and guidance from supervisor when appropriate.
18. Handle and receive money from events, student fees, and student activities.
19. Schedules substitutes.
20. Maintains attendance records and reports. Tracks absences daily, weekly, monthly and mails attendance letters.
21. Notifies building principal when attendance becomes an issue.
22. Administers first aid and dispenses medication as directed or requested by principal.
23. Completes other duties as assigned by the principal.
24. Completes postings to Liberty-Benton web page.
25. Imports/Exports grades from Schoology and processes grade cards.
26. Enters student information in DASL and makes appropriate changes.
27. Coordinate/organize banquets, to include programs, awards, RSVP's, such as Academic Awards, Reading Banquets, Graduation, etc.

JOB DESCRIPTION

TITLE: Secretary, continued

MINIMUM QUALIFICATIONS:

- Possess a valid driver's license and BCII and FBI clearance.
- Possess a high school diploma.
- Possess a high degree of proficiency in word processing, data base management and office procedures. Proficient with Google and Microsoft Office Suite. Familiarity with google apps preferred.
- Able to get along with staff, students, and public, by being courteous, polite and considerate.
- Displays tact and diplomacy with administrators, staff, students, parents and the community.
- Conscientious and assumes responsibility for own work performance.
- Demonstrates appropriate dress and attire for a business office setting.
- Possess certification or be willing to be trained in CPR and AED equipment operation.
- Must complete medication training.
- Must be physically able to lift up to forty (40) pounds.
- Be in good health, have high moral character and possess a strong attendance record.
- Demonstrate enthusiasm and a sincere desire to aid all students.

OTHER KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Serve as a role model for students
- Conduct other job duties related to the secretary's duties as assigned by the principal.

ADDITIONAL WORKING CONDITIONS:

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require occasional interaction among unruly children.
- Duties may require operating a motor vehicle under inclement weather conditions

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The Liberty-Benton Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change.

My signature below indicates that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Employee Signature

Date

Effective Date: July 1, 2019