

Fairfield Public Schools

Title: Elementary School Secretary

Job Purpose Statement: Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the principal of an elementary school; interacts with teachers, parents, students, central office and the public; and performs related bookkeeping, records management, and communications services.

Supervision Received: Receives general supervision from the Principal or other school administrator; works with independence, establishing priorities within work assignment.

Supervision Exercised: Provides task supervision to clerical assistants or to parent and student volunteers.

Essential Job Functions:

Enters data and performs word processing in completing a variety of correspondence, memoranda, forms, notices and reports. Acts as liaison to parents, students, central office and public; schedules appointments, and screens telephone calls and correspondence. Interacts with students daily, including issuing entrance and leave passes, supervision of ill children in the temporary absence of school nurse, and surrogate parenting as necessary.

Transmits and explains Principal's directives to designated persons, and follows up for compliance, completeness and timeliness. Maintains school filing system; including statistical and financial data, student and staff attendance records. Organizes and processes reports to Central Office and inter-government agencies. Arranges for substitute teachers and aides, and maintains related records.

Organizes and schedules P.P.T. meetings, kindergarten registration, parent/teacher conferences, staff observations and evaluations, and follow-ups as necessary. Registers new students, discharges transferring students, and maintains and processes student cumulative records, including confidential information. Prepares school newsletters, bulletins and related reports for distribution.

Monitors school budget; maintains account balances manually or by computer system, and projects funding availability; keeps Principal informed of status. Maintains inventory of school assets and equipment, materials and supplies. Processes purchase orders for new or replacement equipment, materials and supplies; Maintains student activity and special fund accounts, including related bookkeeping and accounts reconciliation work.

Incidental Job Functions:

Analyzes office and administrative procedures. Makes recommendations to improve work flow and to effect efficiencies.

Organizes meeting materials and prepares notices for staff meetings. May attend meetings and record proceedings as directed. Coordinates and participates in special school events as needed..

Coordinates with central office use of school building and grounds.

Knowledge, Skills and Abilities: Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform accounts clerical and bookkeeping duties. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Certification in First Aid must be attained within first school year of employment.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with children, parents and the public, and in meeting schedule deadlines.

Bulletin: The job of Elementary School Secretary requires a person with superior people and strong secretarial skills. The Secretary must be a well-organized with the ability to juggle many tasks simultaneously. The workload is heavy, with frequent interruptions, yet the work product should be flawless. The excitement of helping children develop educational and personal skills is rewarding.