

GOLDENDALE SCHOOL DISTRICT NO. 404

JOB DESCRIPTION

TITLE OF POSITION BUILDING SECRETARY

QUALIFICATIONS:

1. Must enjoy working with students in a public school setting.
2. Ability to work positively with staff and the public.
3. Knowledge of modern office practices and procedures.
4. Ability to operate standard office equipment including computer, calculator, copy machines, fax machines, etc.
5. Knowledge of Microsoft Office software (Word, Excel, PowerPoint).
6. Skyward Student Management System experience preferred.
7. Ability to multi-task all clerical work with accuracy and speed regardless of multiple interruptions.
8. Excellent English skills.
9. Knowledge of and ability to prepare proper business correspondence.
10. Ability to type from clear copy at a speed of 50 words per minute.
11. Ability to make mathematical computations.
12. Knowledge of proper filing methods and procedures.
13. High school diploma required.
14. One year of business training or related experience.
15. Fingerprinting, background check, first aid/CPR is required.
16. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO:

Building Principal

JOB GOALS:

Work as support personnel to the Principal. Portray a positive image for the staff, students and school.

PERFORMANCE RESPONSIBILITIES:

1. Assist Principal, staff, students, and community members as needed.
2. Answer telephone, take messages, relay information, answer inquiries, and process incoming/outgoing mail.
3. Perform a variety of computerized school administrative duties as assigned that may include: student enrollment processing, schedule student classes, compile grades, print and issue report cards, provide transcripts if applicable, maintain current demographic information, enter discipline records, etc.
4. Compose correspondence; prepare school bulletins, etc. as directed.
5. File and maintain all student and school records in the manner required by law.
6. Provide district office with monthly enrollment data and year-end reports (Non-high, GPA, Building Inventory, etc.).
7. Order supplies including annual school supply order.
8. Prepare and process purchase orders.
9. Assist in planning, dispersing, and maintaining building budget.
10. May be responsible for maintaining and processing building specific payroll paperwork, Requests for Leave, Time-off Sheets, Substitute Time Sheets, Employment Time Records, etc.
11. May be responsible to make arrangements for substitutes.
12. Supervise students who are in the office for discipline or other reasons.
13. May be required to pay ASB bills, count and receipt money, prepare deposits, prepare reports, etc. Must maintain records in the manner required by state auditors.
14. May be required to assist with breakfast and lunch programs.
15. Administer first aid to injured students; notify parents of injury when necessary.
16. Perform such other duties as may be assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.