

**Roswell Independent School District  
Job Description**

**Job Title: ELEMENTARY SCHOOL SECRETARY**

**Reports To: PRINCIPAL**

**General Job Description:**

Working under general supervision, provide general secretarial support for the Elementary School. Greet and assist students, and parents. Assist staff and principal with specific tasks as required by the principal.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Follow district policies and administrative rules and regulations.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an over-all concern for personal appearance as it relates to job performance.
6. Complete and forward telephone messages to staff and students.
7. Check students in and out of school with proper procedures.
8. Filing, typing, work processing, photo copying, and correspondence.
9. Enroll or withdraw students.
10. Process out of district transfer forms.
11. Greet and direct all visitors and control visitor passes.
12. Maintain confidentiality with sensitive matters.
13. Handle information that is confidential regarding personnel and labor relations issues.
14. Complete and forward reports and maintain accurate and detailed records.
15. Process and complete purchase orders for activities; this includes issuing purchase orders, receiving purchase orders, and forwarding all invoices to Accounts Payable at the Administration Office.
16. Collect and write receipts for any money taken in and make deposits and enter into the computer.
17. Balance and maintain all school accounts.
18. Process bus transportation requests for extracurricular activities.
19. Assist with surveys as needed.
20. Process student insurance.
21. Order and distribute supplies, textbooks, equipment, software, etc. as needed.
22. Assist with textbook inventory.
23. Complete 20-Day Reports/all reports for State Reporting.
24. Send cumulative folder to receiving school or to Administration Office (if student has moved from district).
25. Collect and forward time sheets.
26. Complete and submit fire/lockdown drills reports to the RISD Administration Office.
27. Assist with carnivals, open houses, work orders, and fundraisers (if needed).
28. Tend to injuries/illnesses in the absence of the school nurse until the nurse can take over.
29. Complete and maintain accurate school inventory
30. Report student/employee accidents according to district guidelines.
31. Call substitutes as needed and make sure that substitutes have a working folder with current lesson plans.
32. Provide substitutes with an attendance list.
33. Process and maintain current emergency information for all students.
34. Take precautions to protect equipment, materials, and facilities.
35. Report to work on time and work no less than 7 hours per day.
36. Attempt to deescalate parents/students/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
37. Perform any other tasks as may be deemed appropriate and necessary by your supervisor.

**Supervisory Responsibilities:**

None

**ELEMENTARY SCHOOL SECRETARY (CONT'D)**

**Qualifications:**

1. High School diploma or GED.
2. Two years' experience in a clerical position, at least one of which should have been in an educational environment.
3. Valid Driver's license and Car Insurance if traveling from site to site.
4. Demonstrate knowledge of basic office procedures, skill of computer function, and operations.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**