

**FREMONT SCHOOL DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE: Main Office School Secretary (239 Days)**

**JOB GOAL:** To perform various secretarial tasks, providing support for the building administrators and assisting students, parents and staff with daily activities

**QUALIFICATIONS:** High School Diploma or its equivalent and/or courses in office procedures and accounting  
Knowledge of word processing and spreadsheet programs  
Knowledge of contemporary office equipment  
Ability to complete written and oral instructions  
Ability to provide assistance to staff, students and parents  
Ability to establish and maintain harmonious relationships with other employees and the general public  
Must be willing to maintain appearance appropriate to assigned duties and responsibilities

**REPORTS TO:** Building principal

**TERMS OF EMPLOYMENT:** 239 days / 8 hours/day

**PERFORMANCE RESPONSIBILITIES:**

- Greet all visitors courteously, determine their needs, direct or escort them to their destination.
- Answer and direct all incoming telephone inquiries.
- Manage the process for working papers, as required by law.
- Generate and maintain reports as required.
- Work independently, exercising judgment, and using technical knowledge under the general supervision of their administrator or designee.
- Assist staff as requested by administration.
- Perform requested typing and filing.
- Provide coverage in the absence of other secretaries.
- Establish and maintain communications with appropriate agencies as required.
- Assist in the preparation and distribution of incoming and outgoing mail.
- Provide general secretarial support including typing, filing, scheduling appointments or use of the building and answering the telephone, routing the calls and/or messages to appropriate personnel
- Maintains school's filing system; maintains reference file of correspondence, memoranda, purchase orders and a variety of other materials.
- Assist with the administrator on the opening and closing of the school.
- Assists with the dismissal process as requested by the administration
- Participate in school safety drills as requested by the administration.

**School Secretary**

- Coordinates the school picture days.
- Orders and maintains inventory of office supply and oversees the functioning of the copy machine
- Assist the principal in coordinating the official school communication through all mediums. (i.e. Mass electronic messaging and front lawn sign)

- Maintain accurate attendance data in the district's student biographical database system.
- Maintain records for gym and field space reservation.
- Maintain the school calendar on the school district website
- Other school related duties as assigned.

#### **Student data base manager**

- Maintain attendance protocol that includes, but is not limited to tardiness, dismissals, absences, reporting, and data entry
- Maintain accurate rosters.
- Maintains discipline statistics.
- Provide technical support and training for school personnel on the district's student biographical information database system.
- Create and maintain accurate data in the district's student biographical information database system.
- Work in conjunction with the Technology Director.
- Responsible for all grading functions (accuracy verification, , grade point average, and student transcripts).
- Maintain accurate data in the district's student biographical database system.
- Attend workshops
- Update student and staff information daily
- Create and gather material for reports to the administration as requested

#### **Substitute Coordinator**

- Compile and maintain an accurate list of substitute information.
- Coordinate daily substitute coverage, working independently with minimal supervision.
- Respond to questions from administrators, staff, and the public.
- Supply job reference information.
- Work with Payroll and Human Resources to ensure continuity of school protocol for substitutes.

#### **Human Resources**

- Track and record teacher and support staff attendance, submitting payroll reports to the SAU office.
- Work with the SAU Business Office to prepare accurate payroll reports for timely submission.
- Maintain the phone systems (i.e. extensions, voice mail boxes)

#### **DISCLAIMER:**

**This job description lists the general duties and is not intended to list every specific function required.**