

SCHOOL SECRETARY

JOB SUMMARY

Provide clerical support to principal and staff.

QUALIFICATIONS

- High school diploma (or GED)
- One year experience so that with appropriate training service may be provided in the specific role for which employed (preferred)
- Knowledge of typing, office machines, and computers
- Reliable transportation due to the requirement of making routine deposits at the bank and handling other school related business
- Such alternatives to the above qualifications as the Principal or Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Principal
- Must have expertise in public relations work on the telephone, and in person, being able to relate well with people
- Provide assistance to students, staff, parents and visitors entering office
- Frequent dissemination of procedures to parents and school personnel is required, responding to frequent telephone inquiries, relaying or recording messages accurately to or for appropriate persons
- Have knowledge of office procedures, good secretarial skills, typing, bookkeeping, use of copy machine, or any office machines used by the individual offices
- Provide a secretarial support for immediate supervisor or for any office as directed
- Project a positive image of the Lebanon Special School District at all times
- Keep information confidential concerning school business
- Follow working instructions as directed by immediate supervisor
- Act in a professional manner at all times
- Dress neatly and appropriately for the position held
- Must comply with federal, state and local statutes and regulations, school board policies and administrative regulations, and school level policies and procedures
- Read and sort incoming and outgoing data
- Perform delegated nursing duties (not medical procedures) in the nurse's absence
- Perform other duties as assigned by the Principal or Director of Schools

ADDITIONAL RESPONSIBILITIES/JOB DUTIES (AS ASSIGNED BY SUPERVISOR)

- **Attendance**
 - Compile/type daily absentee lists, computing dismissals and tardies
 - Write tardy slips and dismissals for students
 - Prepare all suspension notices and keep a record of suspensions and returns as assigned by the Principal
 - Enroll and drop students, prepare and complete withdrawal sheets, update addresses
 - Prepare attendance reports
- **Bookkeeper**
 - Maintain a complete and systematic set of records of all financial transactions of the school or district
 - Prepare financial statements and cost reports which reflect the financial condition of a school or district
 - Reconcile accounts with bank statements
 - Maintain contacts with vendors, parents, and bank personnel
 - Work directly with Teachers and Central Office Personnel to ensure proper accounting of funds

LEBANON SPECIAL SCHOOL DISTRICT

- Responsible for annual audit of total expenditures and revenues by external auditing team
- Make deposits in a timely manner
- Handle other school related business in the community (at the principal's discretion)
- Make decisions regarding ordering of supplies
- Distribute tickets for athletic events, and prepare ticket reconciliation and fund-raising reports