

Cochrane-Fountain School District – Job Description

Title: School Secretary – Full-Time, School Year

Summary

The school secretary performs confidential secretarial and clerical duties necessary for an efficient and effective school office. This position serves as the 'face' of the school office and works positively and collaboratively with students, parents, teachers, community members, and administrators. This position also provides support for special education services within the district.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

School support

- Maintain accurate attendance records and school census.
- Prepare bus passes and is available for bus drivers.
- Receive and route phone calls.
- Respond to doorbell and gate calls.
- Coordinate picture/retake day.
- Coordinate and support school events such as Breakfast with Santa, Child Development Day, 4K Registration, etc.

Program support

- Mail SPED meeting invitations and/or completed reports to parents and teachers.
- Track due dates to maintain SPED compliance.
- Maintain SPED files and class lists.
- Maintain student SPED data.
- Complete quarterly and annual SPED reports for Medicaid reimbursement.
- Maintains student record and reports in SEEDS software system.
- Provides back-up support for school registrar.

General Clerical Duties

- Provide general information to the public
- Receive and process mail.
- Prepare general school mailings.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- High School Diploma or GED
- Effective oral and written communications
- Organizational and time management skills
- Interpersonal skills

Prefer

- Additional administrative assistant coursework
- Experience/training in word processing and/or computer technology
- Recent responsible office experience

Terms of Employment

Employment is full time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021