

**Burrton USD 369**  
**Building Secretary Job Description**

**Purpose:** The school building secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the building secretary works closely with the staff and administration of the District.

**Responsible to:** Principal and Superintendent

**Payment rate:** Salary and benefits as established by the Board of Education.

**Qualifications:**

1. High school diploma or equivalent
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary preferred.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (45 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.

**Essential Functions:**

1. Provide office and clerical support to assist with the efficient operation of the school district.
2. Ensure all activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the district and community.
4. Change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Operate all equipment appropriately as required.
6. Work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Perform the usual office practices associated with a productive, smoothly-run office.
2. Type, file and reproduce materials for administrative or instructional use, etc.
3. Place and receive phone calls in a calm, professional manner.
4. Assist students, teachers, principals, and other staff members whenever possible.
5. Maintain accurate attendance records, and report attendance problems to respective principal.
6. Call parents to confirm absences.

7. Maintain and submit a daily log of school hours completed utilizing computerized attendance monitoring system.
8. Manage enrollment process.
9. Observe and follow all school district policies at all times.
10. Keep student and personnel information and records confidential.
11. Complete the following tasks as assigned including, but not limited to...
  - Maintain class lists/rosters, health rosters, student schedules, attendance, new students, dropped students, and cumulative files.
  - Send for and out student records.
  - Maintain all necessary student health records required for enrollment and attendance
  - Contact parents as needed regarding required shots and forms.
  - Complete yearly health reports and immunization audit.
  - Maintain all meal-program data as required by the district, state and federal reporting.
  - Contact parents as needed regarding lunch account balances.
  - Monitor lunch line and enter student/staff/and visitor meals into accounting program.
  - Run reports and gather/sort grade cards and progress reports for mailing and/or distribution.
  - Keep record of daily minutes throughout school year.
  - Monitor log for fire and tornado drills.
  - Manage substitute locating program and assist as needed.
  - Distribute needed messages.
  - Make morning announcements as needed.
  - Post required and needed information on district web site.
  - Enter discipline instances into computer system.
  - Assign lockers to students.
  - Update sports cards.
  - Order all office supplies for all grades.
  - Copy physicals and emergency releases.
  - Monitor and dispense student medication properly and according to procedure.
  - Assist injured and sick students.
  - Ready all reports as required by auditor.
  - Maintain activity fund.
  - Maintain and upload to state all required files, including... ENRL, ASGT, TEST, KIDS, TITL, EOYA, and EXIT.
12. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
13. Perform other duties and assume other responsibilities as assigned by the principal or superintendent.