

COMMODORE PERRY SCHOOL DISTRICT

JOB DESCRIPTION

- Position: ELEMENTARY SECRETARY
- Responsibility: Directly responsible to the Elementary Principal
- Terms & Salary: 10 month position – Salary and fringes as established by contract with the Commodore Perry ESPA-PSEA-NEA
- Qualifications: High School Graduate
Specific Skills:
1. All secretarial skills – computer and word processing skills, typing, filing, letter writing, bookkeeping, office machines, etc.
 2. Human relation skills essential to dealing effectively with staff, students, parents, and general public
 3. Knowledge of efficient office management procedures
- Duties:
1. Process all material written by the principal for distribution to faculty and non-faculty personnel
 2. Register new elementary students, maintain elementary pupil records and pupil files, forward transfer records
 3. Arrange appointments and interviews for the principal and professional staff.
 4. Keep daily attendance records for the elementary school and prepare an annual summary
 5. Check and disseminate materials from Intermediate Unit deliveries to specified offices
 6. Make recommendations to the principal for the improvement of office procedures and practices
 7. Perform other secretarial or clerical duties as may be assigned by the principal and/or superintendent
 8. Typing and mailing for psychologist and special education programs
- Note: The above duties reflect the principle functions of the elementary secretary, however, these duties cannot be considered a description of all the work requirements that are normally associated with the elementary office secretary position.