

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *School Secretary/Bookkeeper*

QUALIFICATIONS: Must possess at the minimum a high school diploma or its equivalent. Education supplemented by courses in office processes and procedures with clerical and/or secretarial experience is preferred.

REPORTS TO: School Principal

SUPERVISES: None

ACCOUNTABILITY: Performance evaluation annually

SALARY: Secretary Salary Schedule

TERMS OF EMPLOYMENT: 9, 10, or 10.5 - Month

JOB GOAL: To provide assistance and communication with school staff and stakeholders to facilitate effective school operations and activities; maintain accurate financial and school records that can be relied upon for effective decision-making by school administrators and staff.

PERFORMANCE RESPONSIBILITIES:

RECEPTIONIST

- Greet and assist as needed, the public, parents, students, and guests.
- Answer the telephone.
- Receive and deliver messages.

SECRETARY

- Assist in the preparation for the opening of school.
- Maintain current files on all students.
- Maintain current contact information for all students, employees and substitute employees including updating the database.
- Registration of new students, including making folders, and requesting school records when applicable.
- Prepare for the closing of school.
- Assist in obtaining substitutes for all employees.

- Record daily absences for all employees.
- Maintain substitute timesheets.
- Order janitorial supplies.
- Prepare and maintain all forms used in the office.
- Requisition supplies and maintenance on all copy machines.
- Distribute mail.
- Maintain student insurance records.
- Maintain Honor Roll/failures each six weeks/year.
- Order supplies and equipment for the school maintaining an adequate inventory.
- Maintain bus mileage on all field/athletic trips.
- Check students in and out of school.
- Prepare letters, newsletters, and other clerical work as requested by the principal.
- Assist in issuing tardy slips and bus notes.
- Adhere to privacy laws of students and all staff.

BOOKKEEPING

- Maintain a school accounting system by collecting, counting, and recording all money.
- Make daily bank deposits.
- Pay bills and maintain invoice files.
- Post transactions timely and maintain current balances of school activities in the computerized school accounting system.
- Timely reconcile the school bank account each month.

OTHER

- Administer daily medications to students.
- Distribute school pictures and collect monies.
- Assist in Junior/Senior pictures.
- Assist in graduation.
- Ensure appropriate security and safety methods are employed within the office.
- Monitor students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborate and communicate effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.

- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date