

JOB DESCRIPTION - School Secretary

The school secretary is under the direction and supervision of the principal, in consultation with the Board of Education. The coordination of her work is carried out through the principal.

In planning for the most effective use of the school secretary's time, the following points should be kept in mind:

1. The secretary is employed to carry on the clerical work of the school.
2. The principal is responsible for delegation of this work to the secretary and for supervising her.
3. The secretary's job can be classified under two headings: (a) the work of the school office and(b) the responsibility of a secretary to the principal.
4. The assignment of clerical and secretarial responsibilities to the trained office worker is a good way to release all other workers in the school from any responsibility for most of the clerical work.
5. Duties and responsibilities which are instructional or administrative in nature are not to be assigned to the secretary. Administration, supervision, and teaching are activities that require professional training and educational backgrounds in order that they may be carried on efficiently. Delegation of any phase of these activities to the secretary is unsound and unwise. Therefore, the school secretary usually should not discipline children, change existing school programs, excuse children from school, do hall or playground duty, teach classes, etc.

QUALIFICATIONS

Personal Qualifications

1. A pleasant Christian who is active in the congregation
2. Not a recent convert to the church
3. If a parent, one who raises her children with Christian discipline
4. person of good Christian reputation, one leading a sanctified Christian life
5. A person who follows the guidelines established
6. by God in the Eighth Commandment, discreet, able to keep confidential information that is private and personal in nature
7. A supporter of Christian education, dedicated to serving the school and church.

Job Qualifications

1. One well-versed in the use of the English language
2. One who has the ability to compose routine letters, spell correctly, and use proper punctuation and grammar
3. One with a pleasant and courteous telephone manner
4. One who is a good typist (40 wpm)
5. One who can file efficiently
6. One who has the ability to operate the various kinds of office machinery which she is to use in her work
7. One who is familiar with school policies
8. One who is familiar with educational structure
9. One who is punctual, dependable, and trustworthy
10. One who displays a cheerful, relaxed, respectful, and pleasing personality when working

- with others, regardless of the situation
11. One who can be firm (occasionally with parents, salesmen, etc.), but at the same time gentle and tactful
 12. One who is willing to work
 13. One who has a great love for children
 14. One who is able to administer 1st aid on an emergency basis if needed
 15. One who is able to work in harmony with the principal while supporting his decisions and not short-circuiting his right to make the decisions
 16. One who has good judgment, emotional stability, and the ability to take care of emergencies
 17. One who has the ability to know when to handle a problem by herself and when to refer it to the principal
 18. One who shows pride in the school, in the students, and in the teaching staff

Note: It may be that not all the qualifications under "Job Qualifications" can be met by any one person; however, all of the personal qualifications must be present.

JOB DESCRIPTION

Clerical Duties

1. To check off packing slips against the office duplicate as shipments arrive
2. To request records of incoming students
3. To compile the principal's monthly, quarterly, and annual treasurer's reports of "school funds"
4. Record fire and tornado drills
5. Process lunch tickets
6. To maintain the Master School Calendar
7. To prepare and send out records of transferring students, including graduates, at the end of the school year upon request of the schools
8. To set up permanent records for any new students who enter the school
9. To assist the principal in his preparation of synod, state, and local statistical reports dealing with education and public safety
10. To file the necessary claim forms when a student reports an accident under the Student Accident Insurance Plan
11. To place orders for textbooks, supplies, etc., from the approved budget
12. To pass along all bills, together with their proper invoices, to the church treasurer
13. To record changes of address and phone #
14. To pass along the hours of all staff workers, as well as the organists, to the church treasurer
15. To screen the incoming mail before giving it to the principal
16. To do general filing as needed
17. To keep track of daily attendance and call homes of unexcused children
18. To report communicable diseases

Duties Relating to Typing and Duplicating

1. To duplicate the weekly school newsletter
2. To type letters
3. To type and duplicate reports
4. To be able to independently write and type letters of a general nature after being given their general content
5. To type orders for textbooks, supplies, etc

6. To type the school handbook for the next school year
7. To type and duplicate forms in sufficient quantities to last the school year (school calendar, enrollment applications, singing schedules, etc.)
8. To type and duplicate registration day materials
9. To duplicate classroom material for teachers as requested
10. To type school lunch menus
11. To type the school directory and class list
12. To prepare report cards for teachers (names typed on report cards and envelopes)
13. To type the Christmas service

Duties Relating to Meeting and Dealing w/People

1. To receive telephone calls for teachers and other personnel (screen them)
2. To meet and greet parents and visitors and answer their questions
3. To deliver messages to teachers
4. To escort parents and visitors to the various rooms
5. To receive salesmen and determine when they can meet with the principal
6. To contact parents when their child becomes ill (upon the teacher's request)
7. To take the child home or to the hospital when the parent does not have transportation (only if absolutely necessary)
8. To work closely and cooperatively with the County Health Nurse
9. To contact a child's home if he does not come to school

Financial Duties

1. To count and record mission monies
2. To receive tuition, registration, and other fees; and to keep accurate records of such
3. To make out purchase orders as needed
4. To keep the school's financial books in order
5. To make a regular bank deposit of monies received
6. To make out checks for the disbursement of school funds

Miscellaneous Duties

1. To time fire drills
2. To mail and prepare items for mailing
3. To keep desk and office furniture presentable and in order
4. To plan, in regard to all office-teacher activities, to avoid, as much as possible, all classroom interruptions
5. To sell lunch tickets
6. To contract buses as necessary and notify bus company of any changes
7. To maintain and supply Bookstore
8. To make out the Chaperone Schedule
9. To take and record students' heights and weights
10. To work with the principal to put together the school yearbook

All work to be done by the school secretary is to be first approved by the principal.

The secretary's hours and pay shall be set by the Bd. of Education.

In summary, it should be simply stated, that if well-coordinated, the position of school secretary is of immeasurable assistance to the principal, teachers, the school, as well as the

entire congregation. May God pour out His blessings on our school, which is blessed in part as a result of the secretary whom He guards, guides, and directs in our midst.