

Job Description  
La Porte Community Schools

**JOB TITLE: Elementary School Office Personnel**

**IMMEDIATE SUPERVISOR:** Building Principal

**SUMMARY:** Performs secretarial duties in elementary school settings. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves principal and/or assistant principal of clerical work and minor administrative and business details.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by principal or assistant principal.

Transcribes notes on typewriter / computer, or from voice recordings.

Maintains a daily teacher-attendance log, substitute-teacher records, and general personnel records.

Composes and types routine correspondence using typewriter or computer.

Maintains such student records as shall be required. (Student Management Software/AS400)

Receives and deposits funds for school supplies student activities and book rental.

Disburses funds, records financial transactions, and audits and balances student organization and other school-fund accounts.

Files correspondence and other records.

Maintains inventory of office and school supplies.

Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.

Prepares and completes Federal, state, and local reports as required.

Schedules appointments for principal and/or assistant principal.

Greets visitors, ascertains nature of business, and directs visitors to appropriate personnel.

Monitors video security system

Maintains a log of visitors to the school.

Compiles and types statistical reports as required .

Makes copies of correspondence or other printed matter.

Maintains or arranges maintenance of office and building level duplicating equipment

Prepares outgoing mail.

Administers first-aid treatment and student health services as needed.

Administers and documents student medication as needed.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises assistant secretaries (if applicable) in school building. Carries out supervisory responsibilities in accordance with the school's policies and applicable laws. Responsibilities may include training employees; planning, assigning, and directing work; appraising performance; addressing complaints, and assisting in resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma required. Prior office experience is desirable.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents or teachers/administrators of school. Ability to use appropriate phone etiquette.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Typing, word processing, and technology literacy. Possess a valid state operator's (driver) license.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee may also have to exert up to 20 pounds of force occasionally.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The employee is protected from outside weather conditions but not necessarily from temperature changes.

There are no environmental hazards indicated for this position.

**TERMS OF EMPLOYMENT:** Ten month year. Salary and work year to be determined by current salary schedule and position-appropriate work calendar.