



INTERNAL POSITION POSTING

Posting Date: August 4, 2022

Position Title: Building Secretary- Martic Elementary

Starting Salary/Pay: \$15.25

Hours: Full-time, Monday – Friday, 8:00 a.m. - 4:30p.m. (205 days)

Interested applicants should apply at: <http://www.applitrack.com/pennmanor/onlineapp>

JOB SUMMARY: Ensure the smooth and efficient operation of the school office and assist in performing daily tasks and standard secretarial, clerical, and administrative duties integral to the daily operations of the School. Reports to the building principal.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Perform clerical duties including but not limited to answering phones and directing calls; greeting and assisting visitors; opening, processing, and distributing mail; typing forms, letters, reports, correspondence, memos; screen callers, assist and address concerns from parents; schedule meetings; track room availability; dismissal.
2. Oversee daily attendance to include tracking, monitoring and receipt of late arrivals, early dismissals, groups for extra-curricular activities and school trips; collect and record follow up notes to confirm student absences; maintain daily attendance log of parent call-offs and ensure that all students are marked absent. Run bi-weekly attendance reports and prepare letters for mailing.
3. Responsible for maintaining accurate records in student information system, including but not limited to: registration, change of address, withdrawals, sending records, class rosters, etc. Maintain emergency contact information for students.
4. Inventory, assess, and order building supplies in conjunction with building principal.
5. Assist in managing bus assignments and communicating changes as directed by the district Transportation Coordinator.
6. Assist with communications (written and oral) in school, for home, on blog, and scheduling of activities.
7. Assist with and/or produce and maintain a number of reports.
8. Receive, prepare and send morning announcements.

9. Assist with student discipline to include communicating with principal, parents, preparing and distributing all discipline letters and forms as directed by the principal, and maintaining corresponding files; enter students' disciplinary reports into the computerized student tracking system.
10. Arrange for substitutes and coverage as needed. Maintain accurate records for certification.
11. Distribute, collect, verify, and process all documentation for volunteer applicants.
12. Exhibits a consistent demeanor that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community at large, including difficult and emotional situations.

QUALIFICATIONS: Previous experience as a secretary/Administrative Assistant required, preferably in public education
High school diploma or equivalent is required
Must possess extensive computer skills and have prior experience working with Microsoft, Google
Must possess superior general office/secretarial skills
Ability to operate office equipment
Must appropriately handle confidential information