



**POSITION DESCRIPTION**

<b>JOB TITLE: ELEMENTARY SCHOOL SECRETARY 1 – 12 MO</b> Job Class: 5867		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> 1053		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Provide secretarial, clerical, student assistance, and public contact services for the operation of an elementary school.		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Enrollment of new and transfer students to include: explain school and its procedures to parents; establish student records which include: attendance folder; nurse card; physical examination envelope; emergency phone card; student data bank sheet; OR-ADP card; and immunization record; request student's records from his/her previous school; and prepare student busing request.
2. Student withdrawals to include: contact student's teacher to obtain final report on student's level; complete the student's records and send a letter with the student if he is transferring out of the Milwaukee system; send completed records to receiving school upon request; account for each student who left or did not return to school and if the student cannot be accounted for, refer case to the Social Worker.
3. Pupil reports. Process the following reports according to prescribed methods and procedures: membership reports; foster home reports; student data bank reports; achievement records; monthly and suspension reports; other specially requested reports and various school closing reports.
4. Financial responsibilities: a. payroll – personal records: type and check payroll sheets for substitute teachers and teachers with paid extra duties and send to Central Office; compile teacher absences and place on payroll sheet; type substitute evaluation reports and for the last paycheck, prepare summer address list; b. lunch program: count money received, prepare it to be banked, and enter in journal and ledger; type letters to parents for free student lunch and maintain file of free lunches; type stencils and run off lunch slips and forms as needed; c. field trips: mail filed trip permits to Central Office; collect money from teacher, pay bus company, and make appropriate entries in the journal and ledger; send checks to bus companies; make necessary calls to arrange trip, to include confirmations; d. music: sell music cards to students taking lessons on various instruments, sell music festival tickets,

music books, and flash cards, make appropriate entries in journal and ledger, provide receipts for parents, and send check for totals to the Central Office, contact parents on returned checks, send out music recital notices; e. supply store and vending machine supplies: code and type requisition or stock orders to maintain an adequate inventory, order some supplies from outside sources, maintain proper journal and ledger entries; f. class pictures: type letter to parents, distribute pictures; g. maintain journal, ledger and checkbook.

5. Budget: type and assist in completing the budget requests for the schools, code and type repair and stock orders and purchase requisitions for all types of supplies, books, prepared material, and additional or replacement equipment.
6. Counter and phone activity: answer phone inquiries, process various requests from visitors, students, teachers, and other building personnel, comfort and arrange for transportation of sick and/or injured students and type report of injury and apply first aid if applicable, separate U.S. and Board mail and distribute.
7. Type and mail suspension notices as well as contacting parents by phone.
8. Type teacher emergency contact cards.
9. Compile school inventory from information supplied by teachers, cooks, engineers and personal inspection of supplies, equipment, and furniture.
10. Type and duplicate various parent news bulletins, teacher bulletins, schedules, notices, and other miscellaneous items and distribute mail.
11. Maintain office equipment. Send requisitions for equipment repair.
12. Prepare Summer School enrollment forms.
13. Prepare Kindergarten enrollment forms. Maintain waiting lists and contact no-shows.
14. Type letters, maintain files, and perform various duties as assigned by the principal and assistant principal.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**