

SCHOOL SECRETARY

The school secretary shall perform duties as required by the superintendent and the Colcord Board of Education. Salary will be based on duties, qualifications, and experience.

The secretary will be the custodian of activity fund monies and lunch fund monies and shall be bonded as required by law.

The superintendent's secretary shall be responsible for all central office correspondence, minutes at board of education meetings, such reports and filings as may be required, and other duties as may be assigned. The secretary shall also assume responsibility for ensuring that all the district's financial transactions are properly recorded and accounted for.

Building secretaries shall carry out the duties assigned them in such a manner as to assure the smooth and efficient operation of the school office. Building secretaries shall be responsible to the building principal.

The school secretary also establishes and maintains student records and other routine business and administrative duties. Such duties may include but are not limited to:

1. Act as receptionist; scheduling appointments and giving information to callers.
2. Perform routine office duties.
3. Make reports as required by school policy and the State Department of Education.
4. Correspond with other schools to obtain and transfer student records.
5. Keep records of school activity funds, deposits, and purchase orders.
6. Assist students who need medical attention and notify parents of injury or illness as needed; take children home as required.
7. Enroll new students.
8. Receive and deliver messages to students and teachers.
9. Perform other duties as assigned.