Dayton School District #8
Job Description

Job Title: Secretary
Reports To: Building Principal or Superintendent
FLSA Status: Non-Exempt

JOB SUMMARY

This position serves as the first point of contact fielding inquiries and directing patrons appropriately. This position handles daily work pressures, requiring constant concentration to a high volume of general clerical work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following.

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
2. Performs a variety of secretarial and clerical tasks for the superintendent, principal, teachers and support staff assigned to the District, including answering telephones, routing telephone calls or messages to appropriate staff, operating general office machinery, typing, proofreading, filing and handling all incoming and outgoing mail.
3. Greets parents, patrons and staff in main office and directs as appropriate providing guest badges, bus passes, etc. and ensures that all visitors are signed in and wearing a visitor badge.
4. Appropriately maintains and secures confidential records and inquiries.
5. Enrolls students; maintains transcripts and student records.
6. Provides ongoing maintenance to the school website.
7. Assists District staff with special projects as requested.
8. Provides administrative support as backup to various District office staff.
9. Provides first aid to students as required; ensures the completion and collection of accident reports.
10. Completes other duties as assigned.
11. Maintains appropriate certifications and training hours as required.
12. Professionally represents the school and the District in interactions with parents, community, staff, and students.
13. Complies with applicable District, state, local and federal laws, rules and regulations.
14. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following.

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Troubleshoots office machinery (copy, fax, postage meter etc.), coordinates maintenance and supply inventory.
4. Reports issues to authorities as necessary, i.e. animal control, suspicious activity, etc.
SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers and student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or at least one year related experience and/or training or equivalent combination of education and experience. At least one year related experience in typing, general clerical training. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school or office setting strongly preferred.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit. Demonstrated ability to remain calm and professional in an environment with frequent interruptions.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform basic math skills involving monetary units.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills:** General knowledge of computer usage and ability to use internet software, e-mail, word processing software. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, and others including vendors, law enforcement and other agencies. Ability to multi-task while working in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including an ability to obtain a valid First Aid/CPR card, Bloodborne Pathogens Exposure Prevention and Child Abuse: Mandatory Reporting and Sexual Conduct: Staff to Student training.

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 talk or hear. The employee is frequently required to walk, sit, stand, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**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 work environment is an office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) combined with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. The employee may be exposed to bloodborne pathogens.

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**OTHER**

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<th>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</th>
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I have read and understand this job description.

**Signature:**

**Date:**

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