

Elementary Building Secretary (Full-Time, 12-Month Position)

Summary: The school building secretary is the central administrative support for the principal, staff, students, and parents. This pivotal role ensures the efficient, smooth, and welcoming operation of the school's front office. The ideal candidate is a highly organized, detail-oriented professional with excellent communication skills, a welcoming demeanor, and proficiency with school-specific software and administrative technology.

Salary/Benefits: \$30,000 - \$35,000 with exemplary healthcare benefits.

Reports to: Building Principal

Responsibilities:

- **Front office management:** Serve as the primary point of contact for all school visitors, including parents, students, vendors, and community members. Answer and route all incoming phone calls and emails.
- **Student records and attendance:** Maintain accurate and confidential student records, including enrollment, withdrawals, demographic information, and report cards. Manage daily student attendance, notify parents of absences, and follow up as needed.
- **Administrative support:** Provide comprehensive clerical and administrative support to the principal and teaching staff. This includes preparing and proofreading correspondence, reports, newsletters, and other documents.
- **Communication hub:** Facilitate communication between the school, parents, and the district office. Manage school correspondence, including mail, email, and digital platforms. Assist with planning and executing school events and meetings.
- **Data and technology management:** Proficiently use the school's student information system (SIS) and other district-specific software for data entry, reporting, and record maintenance. Manage office equipment, inventory office supplies, and process purchase orders.
- **Financial tasks:** Collect and account for school-related payments, such as activity fees or field trip money, and assist with budget-related tasks as assigned.
- **School safety:** Manage visitor check-in and check-out procedures and coordinate with security protocols to ensure a safe and secure school environment.
- **Problem-solving:** Handle a variety of issues and distractions in a fast-paced environment with professionalism and good judgment.

- **Supervisory duties:** Assist with supervising students who are sent to the office for disciplinary reasons.

Qualifications:

- High school diploma or equivalent is required; an Associate's or Bachelor's degree in a related field is preferred.
- Proven experience in a secretarial or administrative role, preferably within an educational environment.
- Expertise with Microsoft Office Suite (Word, Excel) and Google Suite. Experience with an SIS like PowerSchool or Infinite Campus is a plus.
- Exceptional organizational, time-management, and multitasking skills.
- Strong verbal and written communication skills with a professional, customer-service-oriented attitude.
- Ability to maintain strict confidentiality and handle sensitive information with discretion.
- Ability to work independently, exercise initiative, and make sound work-related decisions.

Work environment:

- Work is typically performed in a busy school office environment with frequent interruptions.
- The position requires interacting with a wide variety of people, including children, parents, and staff, in a dynamic and sometimes chaotic environment.