



LOWER DAUPHIN SCHOOL DISTRICT

Title: Building Secretary- Elementary

Reports To: Building Principal

I. Job Description

a. Overview

- i. Lead and support an Elementary school office. The employee who holds this position will be a part of the Salaried Classified Employee Group. The Elementary Secretary will be evaluated and supervised by the Building Principal.

b. Essential Functions

- i. Maintain confidentiality and building safety procedures at all times
- ii. Serve as the school's first point of contact in person, on the phone, and via e-mail
- iii. Be responsible for student accounting, attendance, scheduling, and end of year reports in PowerSchool
- iv. Prepare and distribute staff and student communications
- v. Maintain student files
- vi. Partner with payroll to ensure all timesheets are submitted for each pay period and reconciled with Payroll Coordinator
- vii. Review staffing levels each school day and reconcile all absences in leave of absence system (Aesop)
- viii. Partner with transportation to ensure all student information is correct, communicate daily transportation issues/changes, and organize field trip transportation
- ix. Collect and deposit field trip money, maintain accounting for the building's petty cash fund, and submit all purchase orders for payment through FIS
- x. Order, inventory, and distribute all building supplies
- xi. Manage office processes including, but not limited to: filing, processing outgoing mail, attendance, copiers, building maintenance work order submission, etc.
- xii. Complete daily responsibilities including, but not limited to: lunch counts, morning/afternoon announcements, safety drills, etc.
- xiii. Support kindergarten registration process for assigned building
- xiv. Prepare and support the yearly testing process
- xv. Complete documentation associated with enrollments and coordinate meetings, tours, and technology needs for new students
- xvi. Assist in student withdrawal process and transfers to other schools
- xvii. Maintain and facilitate documentation for lunch benefits including application submission, documentation tracking and district communication regarding benefits and outstanding collections

Lower Dauphin School District – Elementary Secretary (Continued)

- xviii. Perform other similar duties as assigned by the Building Principal and/or Superintendent of Schools

II. Job Requirements

a. Basic Qualifications

- i. Must be 18 years of age or older.
- ii. High School Diploma or equivalent.
- iii. A minimum of three (3) years experience working in an office setting, preferably in a school.
- iv. Proven experience working daily on a computer.
 - 1. Computer programs associated with this position include, but are not limited to: PowerSchool, Aesop, Google Docs, FIS, Infosnap, Microsoft Office (Outlook, Excel, Word, Publisher, Powerpoint), and social media websites.

b. Additional Qualifications

- i. Strives to maintain professional, cooperative, and respectful relationships with all other District employees.
- ii. Serve as a pleasant, helpful, and positive representative of Lower Dauphin School District in all interactions with the community.
- iii. Must possess excellent interpersonal skills and be cooperative, congenial, service oriented, and a team player along with the ability to work with frequent interruptions and under sometimes stressful conditions.
- iv. Must have the ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions.

c. Physical Demands

- i. Ability to stand and sit for extended periods of time.
- ii. Ability to type and use both hands for grasping and repetitive motions.
- iii. Some bending and twisting of the body required.
- iv. Ability to lift/carry no more than 15 lbs. independently.
- v. Visual and audio acuity including ability to read computer screens and written documents.
- vi. Ability to use the telephone and speak clearly and distinctly.

d. Work Environment

- i. Typical office setting subject to inside and outside environmental conditions.
- ii. Working hours are Monday – Friday from 8:00 AM – 4:30 PM

Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.

Lower Dauphin School District is an Equal Opportunity Employer.