

**Cottonwood Joint School District No. 242**

**District/Elementary Secretary  
Job Description**

**QUALIFICATIONS:**

1. Must have training and skills in office practice and computer programs used by the school
2. Must understand and be able to use spreadsheets
3. Must be able to meet community and professional people in a sincere, friendly and professional manner.
4. Must be able to pay attention to detail and work accurately.
5. Prior experience desired but not required.
6. Such alternatives to the above as the board may find appropriate and acceptable.

**REPORTS TO:** The principal and superintendent.

**JOB GOALS:**

**Public Relations:**

1. Meet the public in a positive, friendly and effective manner.
2. To display proper telephone etiquette and to be sincere and helpful to employees and the public when they call the office.
3. To dress and groom in a manner suitable to the office.

**Secretarial and Reception Duties**

1. Serve as the Elementary School/District Secretary and Receptionist. Answer the telephone, meet and announce visitors at the front desk.
2. File correspondence, office forms, applications and other official materials.
3. Maintain classified personnel files.
4. Maintain student information files.
5. Process all purchase orders from the Elementary school. Maintain computerized record of all purchase orders for individual teacher and building accounts as orders are placed. Print and distribute monthly record of purchases for each teacher account. Once items received match packing slip with PO and give to district treasurer

### **Food Service Director Responsibilities**

1. Receive receipts from Jr. Sr. High School, check for accuracy, give copy to the district treasurer.
2. Receive and check daily lunch count from schools.
3. Implement and maintain complete records for district free and reduced lunch file. Send out parent letters; prepare monthly state reports; file federal reimbursement claims. Complete verification process as required and send report to the State Department.
4. Prepare quarterly, biannual and annual food service reports for the state.
  - Intent to operate
  - Eligible Free and Reduced Report
  - Civil Rights Report
  - Budget Proposal
  - Year End Spreadsheets, Vendor Lists, Wages Report
5. Prepare and distribute commodity bid sheets to vendors.

### **Transportation Responsibilities**

1. Maintain files for bus drivers
2. Type and distribute bus route information
3. Handle driver permits, physicals, certification information, inspection reports.

### **Staff Responsibilities**

1. Schedule and type pre-school and kindergarten screening sessions.

**TERMS OF EMPLOYMENT:** The District/Elementary Secretary will be an “at will” employee of the district hired for a 9 month period plus 4 weeks in the summer months. Personnel benefits will be in accordance with the district’s personnel policies for classified staff. The length of the work day shall be negotiated with the superintendent/principal.

**EVALUATION:** The District/Elementary Secretary will be evaluated by the Superintendent in accordance with the district policy for classified personnel.