



Position Description

School District of Monroe

JOB TITLE:	Building/Department Secretary
CLASSIFICATION:	Hourly Support Staff
JOB OBJECTIVE:	Provide administrative support for the assigned Building Principal/Department Director
REPORTS TO:	Building Principal/Department Director
QUALIFICATIONS:	Clerical, organizational, and decision-making skills necessary to support a school operation. Advanced computer software and social media skills including word processing and spreadsheet operations. Associates degree, or equivalent work experience and a high school diploma.

ESSENTIAL DUTIES:

- Organize and maintain databases such as student enrollment and placement, attendance, health, academics, etc.
- Provide proper and timely recordkeeping of all data necessary for school and department operations
- Provide student medication and otherwise fill in for school health assistant in their absence
- Arrange coverage for absent staff as requested
- Serve as the primary communicator for building access
- Monitor and administer security systems and communicate concerns as appropriate
- Prepare school and department reports as required for the district administrative team, School Board, DPI, and other outside agencies
- Prepare and distribute student progress and other required reports to parents/custodians
- Coordinate with school counselors in creating and maintaining the master schedule and other school programming functions
- Manage all school and department data, including confidential information, in a professional, ethical, and legally-compliant manner
- Coordinate calendars and work schedules for Principal/Department Director and other staff

- Participate in and foster a positive, professional, and friendly office work environment in all interactions with students, staff, parents, and the public
- Complete normal job duties on a timely basis with minimal or no direct supervision
- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Assist with building and district office general administrative and clerical duties as needed
- Maintain a current administrative and technical knowledge base through business networks, educational workshops and professional publications
- Assist in maintaining student behavior at school events as requested

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020