

**Position Title: SCHOOL SECRETARY / ACCOUNTS PAYABLE**

**Reports to:** Principal/Superintendent

**Job Goals:** To assist district administration in the orderly day to day operation of the school's instructional program.

**Job Performance:**

Dependable, able to work under pressure and multi-task, be confidential, organized with attention to detail, proficient in computer/technical skills, acquire accounts payable experience, with the ability to work independently and as a part of a team.

**Duties:**

1. Greet visitors / monitor main entrance / answer phones.
2. Data entry for student software program
3. Student attendance maintenance
4. Mailings / handouts
5. Maintaining various student lists and forms
6. Assist with Back to School Open House
7. Set up Religious Release
8. Assist School Counselor with report card mailings, honor roll, transcripts, etc.
9. School Advisor support
10. Order graduation diplomas, honor ropes, academic certificates and pins, Valedictorian and Salutatorian awards
11. Manage substitute calling system and assign in-house subs as needed
12. Manage Lunch Account System. Process Food Service applications, prepare cash boxes, maintain lunch accounts.
13. Assist bus drivers and Transportation Director with communication needs.
14. Assist School Nurse with monitoring ill students and administering medication.
15. Understand and Utilize the Employee Handbook and Student Handbook
16. Accounts Payable
17. Generate purchase orders / place orders / receive orders
18. Prepare Cash Boxes for Sports Events
19. Photo Copiers, fax machine, postage machine maintenance
20. Perform other duties as assigned

**Job Expectations:**

7:30 to 3:30 during student contact days

7:30 to 3:30 during non student contact days

Scheduled Student and NonStudent contact days per set calendar