

Adopted: 6/13/2018

School District of Turtle Lake

Records Secretary

Position Description School District of Turtle Lake

Job Title	Records Secretary
Qualifications	<ol style="list-style-type: none">1. High school diploma2. Telephone and receptionist skills3. Experience with computer programs
Reports to:	Principals
Terms of Employment	Twelve Month
General Performance Responsibilities	<p>Office Management</p> <ol style="list-style-type: none">1. Answer the telephone and assign the call to the appropriate person.2. Help create a pleasing office appearance and positive climate.3. Collect lunch money, student athletic cards, and first-day fees and facilitate depositing monies from student organizations and activities with the administration office.4. Maintain records for outstanding bills.5. Manage the secure entrance door during school hours.6. Be responsible for calling for service on office equipment when needed and within district procedures and doing minor maintenance when possible.7. Collect lunch money, student athletic cards, and first-day fees and facilitate depositing monies from student organizations and activities with the administration office.8. Work with the manager of the school bus company to communicate bus information to families before and throughout the school year.9. Daily parent communication between parents, teachers, and students including Little Lake Club.10. Organize milk sheets and lunch counts.11. Greet visitors and answer the telephone. Assign the phone calls to the appropriate person.12. Schedule requested appointments for the principal and notify the principal of such appointments.13. Be responsible for the accurate filing of school communications and forms.14. Help create a pleasing office appearance and positive climate.15. Assist with managing the secure entrance door during school hours.16. Maintain confidentiality and adhere to the chain of command.17. Maintain copy machines by submitting service tickets and filling supplies.

	<p>Student Records</p> <ol style="list-style-type: none"> 1. Maintain student food service records including Efunts. 2. Compile the honor roll list. 3. Compile academic letters and order the letter. 4. Maintain and update North Star Academy records. 5. Set up the master and student schedules in the computer system. 6. Record student attendance and overall monitor student absenteeism and report to county officials weekly. 7. Notify principals of truant students and create truancy paperwork. 8. Facilitate and record absences and field trips. 9. Assists injured/ill students, gives first aid, and administers medication and health assistant to the school nurse. 10. Schedule and prepare for kindergarten and 4K screening. 11. Organize and facilitate the summer school registration and scheduling including staff and students. 12. Coordinate dental clinic. <p>Staff Services</p> <ol style="list-style-type: none"> 1. Serves as the confidential assistant to the MS/HS and elementary principal. 2. Assist the athletic director with record keeping. 3. Assist the guidance counselor. 4. Assist school nurse with vaccination compliance and reports. 5. Manage school store orders and inventory. 6. Serve as the first contact for custodial services as needed. 7. Schedule elementary and open house conferences.
Other Assigned Responsibilities	<ol style="list-style-type: none"> 1. Attend conferences, workshops, and meetings to enhance skills and understandings necessary for job performance and as approved by the Superintendent. 2. Assist with the SOS program. 3. Assume all other responsibilities and perform all other duties as assigned by the building principal or designee for the benefit of the district.
Evaluation	Evaluation by the principals will occur on an annual basis.