



Job Description

Job Title: Elementary School Secretary

Reports to: Building Administrator

Qualifications/Job Requirements:

- High School Diploma or GED
- Knowledge of typing, office machines, bookkeeping, and computers
- At least one (1) year of experience so that with appropriate training service may be provided in the specific role for which employed preferred

Responsibilities and Essential Functions:

- Receive and route all incoming calls;
- Greet visitors and maintain a log of visitors to the school;
- Assume responsibility for knowing and following all safety rules and proper procedures
- Supervise student office workers;
- Schedule meetings, set appointments, and maintain calendars;
- Disburse funds, record financial transactions, and audit and balance student organization and other school fund accounts;
- Prepare the school budget;
- Compose or transcribe correspondence, bulletins, and memorandums from rough draft
- Order instructional materials and office supplies as requested;
- Performs other duties as requested by the building administrator.

FLSA Status: Non-exempt

Terms of Employment: 206 Day Calendar; Hourly rate to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy.

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.