



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 500 Support Staff Positions
TITLE: 008 Building Secretary

TITLE:	Building Secretary
QUALIFICATIONS	<ul style="list-style-type: none">* High level of competence in clerical, computer, and computational skills.* Previous experience in school district business office is preferred.* High school diploma or higher.
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Superintendent, and Superintendent
TERM OF POSITION:	12-months <ul style="list-style-type: none">* The Building Secretary will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.* The Building Secretary will serve a total of 8 hours per work day.
SALARY:	Negotiable
VACATION:	5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service
JOB GOAL:	The goal of the Building Secretary is to provide the necessary clerical responsibilities to assist the building administrator(s) in the smooth, prompt, and efficient operation of the school office.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Welcomes and greets visitors to the Principal's Office.* Answers phone, arranges appointments with the Principal, and screens visitors.* Maintains a complete and systematic filing system.* Travels to Central Office to pick-up and deliver daily mail and packages.* Sorts and distributes incoming and outgoing mail.* Maintains office and workroom supplies.* Assists the Principal in typing of correspondence, reports, memos, daily bulletins, etc., as instructed.* Assists the Principal in typing, revising, copying, and distributing the student and teacher handbooks.* Maintain complete and accurate computerized listing of all locker assignments and combinations.* Maintain the building's computer files for all students receiving free and reduced meals.* Process meal applications and maintain records to substantiate number of students qualifying for free and reduced meals.* Complete verification procedures as outlined by DESE.* Compile and prepare monthly reports of the number of students receiving free and reduced meals and forward to Central Office.* Maintain a complete inventory of textbooks and building equipment.* Process requisitions from staff members in accordance with procedures established by Central Office.



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- * Collect and deposit monies as often as necessary, maintain accurate records of all daily cash flow transactions, and send copies of deposit receipts to Central Office.
- * Attend Open House, Back to School Night, parent conferences, etc., as requested by the building administrator.
- * Assist with nurse's duties if the nurse is absent.
- * Assist the teachers with the year-end check-out process, including address updates, needed maintenance, distribution of grades, and collection of keys, inventories, and grade books, etc.
- * Perform all other duties as assigned by the Building Principal, Superintendent, and/or Assistant Superintendent.

HIGH SCHOOL ONLY

- * Compile, organize, and prepare programs and certificates for various Athletic Banquets.
- * Issue student parking permits, and maintain accurate records of same.
- * Obtain a list of graduating seniors from the Guidance Office, and secure through Central Office the names and signatures of all Board of Education members to be printed on diplomas.
- * Assist the Principal in scheduling dates for the purchase of senior rings and graduation announcements.
- * Assist the Principal in securing permits, reservations, chairs, flowers, etc., for the graduation ceremony.
- * Work closely with the Guidance Office to ensure the preparation of all certificates, awards, scholarships, grants, etc.

Hancock Place School District
Date Approved: December 14, 2005