

**Warrenton-Hammond School District  
Job Description**

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**Job Title:** Assistant Secretary – Grade School  
**Reports To:** Principal

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**JOB SUMMARY**

Under general supervision, performs a wide variety of secretarial/clerical work and handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
  2. Performs general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
  3. Completes a high volume of computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
  4. Serves as back-up receptionist and gives information or directs visitors and parents to appropriate offices.
  5. Processes student enrollment, withdrawals and immunization records and creates reports, as requested.
  6. Tracks and reports student attendance and absences.
  7. Schedules conferences and programs as required including creating schedules, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.).
  8. Takes inventory of building supplies.
  9. Supervises students in main office area.
  10. Refers students to principal and contacts parents, as necessary.
  11. Assists the school Nurse in providing supervision of health room, evaluating student injuries, performing minor first aid in compliance with District policy(ies) and completing required paperwork in a timely fashion.
  12. Administers medications within the scope of District policy(ies) and state and federal law.
  13. Answers inquiries concerning standardized policies, procedures and regulations.
  14. Communicates with a wide variety of parents, staff and community members on a daily basis.
  15. Types a variety of materials from brief verbal or written instructions.
  16. Manages special projects as assigned by principal.
  17. Professionally represents the school and the District in interactions with parents, students, community and staff.
  18. Maintains appropriate certifications and training hours as required.
  19. Complies with applicable District, state, local and federal laws, rules and regulations.
  20. Attends work regularly and is punctual.
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## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory, as needed.
4. Assists in coordinating travel or with other administrative needs.
5. Reports issues to authorities as necessary, animal control, suspicious activity etc.

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## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least six months' related experience and/or training or equivalent combination of education and experience. Prior successful experience working in a clerical office position or school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students, staff and parents. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use accounting software, database software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Outlook, and Publisher. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card.

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

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