

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position:	Bus Driver
Reports to:	Director of Transportation
Employment Status:	Regular/Full-time
Classification:	Classified
FLSA Status:	Non-Exempt
Description:	Safely transport students to and from school and all school related events; comply with Federal and state laws, and board of education rules and mandates that pertain to school bus drivers
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Show proficiency in handling and maneuvering school bus.
- Ensure safety of students
- Transport students safely and efficiently to and from school and school related events
- Follow assigned bus routes and schedules
- Maintain required records and information
- Report any mechanical problems to the bus mechanic/supervisor
- Keep assigned vehicle neat and clean
- Maintain up-to-date knowledge and awareness of changes in driving laws as they apply to transporting school children
- Obey all traffic laws
- Observe all mandatory safety regulations for school buses
- Maintain pupil control and report any violations to the proper authorities as prescribed
- Notify the transportation supervisor in case of mechanical failure or lateness
- Discharge students only at authorized stops
- Transport only authorized students
- Report all accidents and complete required reports
- Enforce applicable federal and state laws, and the Board of Education policies
- Complete established pre-trip inspection of vehicle and reports deficiencies to supervisor
- Report any hazardous conditions along the existing route to the transportation supervisor
- Attend bus driver meetings and be available in the event of emergency dismissal
- Notify the transportation supervisor in case of illness in order to permit time to secure a substitute driver
- Share in the responsibility for driving for a school-sponsored event and/or approved field trip
- Conduct front door, rear door and combination front and rear door emergency evacuation drills
- Prepare reports, route maps, schedules, pupil lists, and accident reports as required by the State of Ohio, Ohio Department of Education, and the Board of Education
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g. student identification information, student medication
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude, conversation and by the safe and professional operation of a school bus
- Attend meetings and in-services as required

- Fill out incidents report indicating exact “Code of Student Behavior ”violations
- Conduct a school bus safety program for all bus students, grades K-3, during the first three weeks of school as required by state law
- Immediately reports all accidents to the Transportation Supervisor, completes all local, State and police reports, and submits to required drug and alcohol tests.

Other Duties and Responsibilities:

- Warm up the engine gradually in cold weather
- Exercise responsible leadership when on out-of-district school trips
- Perform other duties as assigned by the Superintendent or Director of Transportation

Qualifications:

- Appropriate state of Ohio certification/license
- State of Ohio Class B commercial driver’s license with S and P endorsements
- High school diploma or equivalent required
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic first aid
- Knowledge of relevant Ohio laws and regulations
- Knowledge of traffic rules
- Ability to read and understand verbal and written instructions, written warnings and labels
- Trained in student management, and handling of special needs children
- Trained to recognize signs of abuse or neglect and the signs of drug or alcohol abuse.
- Ability to work independently

Equipment Operated:

- Bus
- Tire gauge
- Safety equipment on bus
- Fire extinguisher
- First aid kit
- Body fluid kit
- Various handheld items, e.g. tire iron, oil can, flares, broom, dustpan, flashlight, squeegee

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a bus or vehicle in inclement weather conditions
- Frequent interaction among unruly children
- Occasional evening/weekend/summer work
- Occasional requirement to lift and carry bus supplies up to a maximum of 20 pounds, e.g., oil and fluids
- Frequent requirement to climb, e.g., steps on bus and to check bus fluids, through bus back emergency door, bumpers to adjust mirrors or clean windshield
- Frequent stooping, kneeling and crouching during inspections
- Frequent requirement to balance when adjusting side mirrors
- Frequent extensive sitting, up to two hours at a time
- Frequent exposure to high levels of noise, e.g., bus engines

- Frequent repetitive hand motion, e.g., opening bus door and turning the steering wheel
- Occasional requirement to lift students up to 90 pounds or push and pull wheelchair bound students, up to 500 pounds
- Occasional requirement to carry bus students in an emergency evacuation
- Frequent exposure to various fumes, i.e., carbon monoxide and diesel fuel
- Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Occasional requirement to restrain
- Occasional requirement to work overtime

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

 Superintendent or designee

 Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

 Signature

 Date

Adoption date: July 24, 2006

School District Position Description

Position Title: Computer Technician
Department:
Reports To: Technology Coordinator

Approved By: _____ Date: _____

SUMMARY: Provides technical support including repairing of computers and related equipment, along with systems maintenance. Provides technical training and assists with equipment purchase recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Assists with in-service training in the utilization of technology equipment for instructional staff, administration, students, and the community.
- Handles maintenance and repair of all computers and/or arranges for the repair of damaged equipment.
- Maintains repair records, orders, and tracks parts
- Assists with the installation of computer software/hardware
- Assists with the set up of computer technology for special programs and presentations.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: *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 Degree (GED); Computer technician experience required. Successful work experience with repairing and set-up of Apple and MacIntosh computers and some MD-DOS experience.

LANGUAGE SKILLS:

Ability to read analyze and interpret technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from administration, staff, students, and the community.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to operate personal computers. Use of arms and hands for finger dexterity for operating such equipment. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff, students, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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 sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms; ability to lift up to 50 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is regularly required to meet deadlines with time constraints and occasionally interact with public and staff in addition to meeting multiple demands from several people.

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 noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

School District Position Description

Position Title: Cooks
Department: Food Service
Reports To: Head Cook

Approved By:

Date:

SUMMARY: To assist in the preparation and service of quality food to students in a quick and pleasant manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Operates cash register, counts money, and makes change
- Plans the preparation of all baked items and some cooked items.
- Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met.
- Reports inferior quality of food or faulty equipment to the appropriate authority.
- Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
- Assumes responsibility for storage and disposal of unused food.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: *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 degree (GED)

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students and staff..

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

OTHER SKILLS and ABILITIES:

Ability to work in a friendly manner with co-workers and students. General knowledge of the best methods of preparing and cooking foods in large quantities; ability to adjust recipes to the quantity required. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and truck while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color 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.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

School District Position Description

Position Title: Custodian
Department: Maintenance
Reports To: Principal

Approved By:

Date:

SUMMARY: Keeps the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Assists in maintaining seasonal grounds work (snow, lawn).
- Cleans and preserves designated spaces, equipment etc in the building.
- Restocks disposable items and provides head custodian with inventory usage and data.
- Assists visiting public utilizing the facilities with directions within building and in obtaining and setting up need equipment.
- Maintains building and grounds security in the building each school day.

QUALIFICATION REQUIREMENTS: *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 degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position: Educational Aide (Library)

Reports to: Principal

Employment Status: Regular/Full-time

Classification: Classified

FLSA Status: Non-Exempt

Description: Perform clerical tasks. Assist with the distribution, utilization, and maintenance of school library resources. Process information and materials using computers and designated programs. Assist in operation and minor maintenance of audio-visual equipment and computers

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Supervise tasks of assistants and/or volunteers
- Assist students in the use of the electronic on-line catalog, Dewey decimal system and special reference materials
- Maintain record of circulation records, fine money records, lost and paid book money records and to deposit monies in accordance with established procedure
- Keep an inventory of media center materials
- Operate media center equipment, e.g., filmstrip projector, record players, computer
- Maintain an electronic on-line catalog for print materials and an up-to-date card catalog for non-print materials
- Oversee the general operation of the school library
- Complete routine processing of books, magazines, and audio-visual materials
- Maintain procedure for the checkout, return, and reshelving of all library materials
- Maintain accurate records of all library equipment, materials and supplies
- Requisition necessary library material
- Prepare purchase orders for library books, magazines, reference materials, and other pertinent items under the direction of the school librarian
- Assist with the supervision and discipline of students in media center
- Assist students and teachers in the proper selection and utilization of library materials
- Make simple and minor book repairs
- Issue overdue notices to homerooms and individual students
- Maintain an accurate electronic on-line catalog
- Ensure safety of students
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Circulate print and non-print materials
- Order and maintain and inventory of supplies
- Answer the telephone and taking messages

Other Duties and Responsibilities:

- Attend applicable in-service meetings or training
- Order periodicals, books, audio-visual materials and supplies as directed
- Assist in the instruction of students in the proper use of the library
- Perform routine preventive maintenance and minor repairs on audio-visual and other equipment
- Schedule use of equipment and deliver materials
- Compile statistics
- Supervise parent and student volunteers
- Perform other duties as assigned by the Superintendent or Principal

Qualifications:

- High school diploma or general education degree (GED)
- Less than one year related experience
- Two years or higher education; Associate's degree or higher; *or* passing score on State Parapro Assessment
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of media system (How To Operate, repair basic items such as bulbs, can also include software if that is what you have....what does your school have...write to those specifics)
- Computer skills
- Be proficient in typing skills
- Knowledge of basic math
- Knowledge of Dewey decimal system
- Basic knowledge of audio-visual equipment
- Ability to be flexible and easily adaptable to change

Equipment Operated:

- Copy machine/duplicator
- Calculator
- Word processor
- Computer and printer
- Fax machine
- Laminator
- Telephone
- Typewriter
- Binder
- Book taping system
- Book carts
- Overhead projector
- Scanner
- Paper cutter
- TV/VCR
- Ellison cutter
- Book binding machine
- Tape and CD player/recorder
- Alpha smarts
- Filmstrip projectors
- Camcorder

- VHS projector
- Video copying machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional requirement to lift and carry various items up to a maximum of 35 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, and stoop
- Frequent requirement to push and pull up to a maximum of 100 pounds, e.g., carts and equipment
- Occasional requirement to climb and balance
- Occasional overtime work will be requested and expected of the employee

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

 Superintendent or designee

 Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

 Signature

 Date

Adoption date: July 24, 2006

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position: Educational Aide (Preschool Special Education)

Reports to: Principal

Employment Status: Regular/Full-time

Classification: Purchased Service

FLSA Status: Non-exempt

Description: Assist pre-school teacher with classroom

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Work with students both individually and in small groups
- Assist students with class work
- Play learning games
- Assist teacher in planning and implementing daily schedule
- Assist with recess supervision, restroom breaks, etc.
- Promote good social relationships between children
- Prepare materials and equipment for class projects
- Assist in writing newsletter
- Duplicate materials for class
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings, in-services and parent conferences as required

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Chaperone field trips
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent or Principal

Qualifications:

- Less than one year related experience
- High school diploma or general education degree (GED)
- Two years of higher education; Associate's degree or higher *or* passing score on State Para Pro Assessment
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position:	Educational Aide
Reports to:	Principal
Employment Status:	Regular/Part-time
FLSA Status:	Non-Exempt
Classification:	Classified
Description:	Assist teachers or front office staff with classroom and office or building duties; assist teacher in providing additional assistance in the required subject and/or monitor students at lunch, recess and study hall
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Work with students both individually and in small groups
- Assist students with classwork
- Play learning games
- Assist students with programmed materials
- Assist with lunch or recess supervision, restroom breaks, etc.
- Assist students with make-up work if absent
- Promote good social relationships between children
- Prepare materials for class projects
- Grade papers
- Distribute communiqués to be sent home with children
- Assist students with toiletry needs as necessary
- Duplicate materials for class
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records; free/reduced lunch forms; student test scores
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- By example, instill in students the belief in and practice of ethical principles and democratic values
- Assist in the school office as needed
- Assist with special school projects
- Chaperone field trips
- Make school related telephone calls for teacher
- Administer appropriate first aid to children as necessary
- Perform correspondence, including reports and such other correspondence as may be required
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Supervise general housekeeping duties

- Keep permanent records up-to-date
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent or Principal

Qualifications:

- Less than one year related experience
- High school diploma or general education degree (GED)
- Two years of higher education; associate's degree or higher; *or* passing score on State Parapro Assessment
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic computer skills and excellent keyboarding skills
- Ability to be flexible and adaptable to changing situations
- Student management skills

Equipment Operated:

- Computer
- Copy machine
- Printer
- Telephone
- Fax machine
- Calculator
- Typewriter

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled workdays, except calamity days
- Interaction among unruly children
- Requirement to travel
- Evening/weekend/summer work
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional carrying/lifting paper and other classroom supplies up to a maximum of 50 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Adoption date: July 24, 2006

Date

School District Position Description

Position Title: General Maintenance
Department: Maintenance
Reports To: Supervisor, Maintenance

Approved By: _____ Date: _____

SUMMARY: To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Accurately orders and accounts for material and labor relative to assignments.
- Maintains all safety and code requirements of the State, local and Board of Ed. guidelines.
- Performs general maintenance work inside and outside the physical plant such as ceiling, roof, carpentry, electrical, plumbing, concrete, masonry, glazing, insulation, tile and pump and fan repairs.
- Performs district wide grounds maintenance work such as plowing, salting, field marking and maintenance of underground sprinkling systems.
- Recommends supplies and equipment for purchase, and maintains the inventory of district-owned hand tools, equipment, hardware, materials and supplies.
- Truck driving, delivery and pick-up of materials, food, mail and equipment.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: *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 degree (GED).
Three years experience in at least two different general crafts areas.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
Ability to speak effectively before small groups of employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license with good driving record.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a tool box. Occasionally the employee will lift and/or move up to 90 lbs such as motors, jack hammers. The employee will sometimes push/pull items such as tables scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non household dust. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate and occasionally will work in a loud area.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

School District Position Description

Position Title: Head Cook
Department: Food Service
Reports To: Building Principal

Approved By:

Date:

SUMMARY: Responsible for all aspects of food production in assigned school, keeping within sanitation, food cost, and scheduling guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Plans and directs the preparation and serving of all food in the cafeteria.
- Responsible for security food and supplies including revenue.
- Supervises and participates in the preparation and serving of food.
- Oversees and participates in cleaning of kitchen and related areas.
- Plans work schedules, arranges for subs when required, maintains employee time records.
- Directs sanitation procedures.
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
- Ensure that all equipment in the cafeteria area is in safe, working condition, and notifies the appropriate authority when repairs are needed.
- Maintains records on food and supplies received and used.
- Maintains accurate production records conforming to federal/department guidelines.
- Trains new kitchen helpers when assigned to their location.

SUPERVISORY RESPONSIBILITIES:

Supervises kitchen helpers.

QUALIFICATION REQUIREMENTS: *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 degree (GED) previous experience with quantity food preparation and service. Complete State, Department of Education, School Food Service Statewide Training Program or equivalent preferred.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students and staff.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work in a friendly manner with co-workers and students. Ability to pass written and demonstrative managers exam. Good organization and math skills; ability to lift 50 lbs., ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception 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.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position: Secretary (Athletic Department)

Reports to: Director of Athletics

Employment Status: Regular/Full-time

Classification: Classified

FLSA Status: Non-Exempt

Description: Serves as secretary to the athletic director and as a facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and provide general secretarial support. Provide secretarial and clerical support in the day to day operations of the office.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Maintain confidentiality in the school operation
- Demonstrate a positive attitude toward school, students, and job and communicate the same to the community
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Respond to inquires from parents, students, and general public with tact and professionalism
- Greet all students, faculty, staff, and visitors courteously
- Maintain a positive rapport with students, staff, parents and the community
- Cooperate with and work in a courteous manner with co-workers and other personnel
- Dress appropriately for the position and work required
- Accept constructive criticism and suggestions and seek to improve each performance responsibility
- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Operate a computer to enter, retrieve, review, or modify data
- Utilizes word processing, database, spreadsheet, internet, email and miscellaneous software programs including student information systems (SIS)
- Operate and maintain all office equipment including copier, calculator, and fax machine
- Prepare correspondence and other word-processing duties as directed
- Maintain respect at all times for confidential information.
- Attend meetings and in-services as required
- Design, redesign, print, and distribute all forms used by the school district for faculty, staff, and students
- Sort and distribute incoming mail
- Prepare outgoing mail
- Perform bulk mailing
- Prepare and maintain all files for the athletic director
- Complete and submit required documentation or electronic data as requested by school administration
- Assist the building administration during emergency/medical situations
- Edit and proofread communications to parents, students, the community and staff; arrange for distribution
- Receive and route all incoming calls
- Assist in preparing instructional materials as requested
- Maintain communications between the school and the district administrative offices
- Decorate the office for the seasons

- Turn in proper reports/deposit forms to the district administrative offices
- Perform other duties as assigned by the Superintendent or Director of Athletics

Primary Functions:

- Enter all game schedules for both the High School and Middle School
- Send event contracts/official contracts for all non-league events
- Communicate with league assigners regarding schedule changes and official assignments
- Write checks for police coverage at any athletic event they cover
- Coordinate transportation with Office of Transportation and coaches as to departure times and directions
- Communicate any transportation changes with the Office of Transportation and coaches
- Coordinate and file all athletic paperwork for both High School and Middle School
- Maintain up to date physicals for all athletes all levels
- Run eligibility reports for all athletes during their season
- Run weekly eligibility checks for all athletes who are on probation
- Collect all athletic pay to participate fees for all levels
- Coordinate concession/bingo workers for each season with sign-up sheets for each sport
- Call and confirm date and time with parents and reschedule as needed
- Maintain all Ohio High School Athletic Association records including The Ohio Eligibility Certificate for all high school athletes
- Maintain all team/coaching information for radio stations, newspapers, and program publishing companies
- Schedule all team pictures for all seasons all levels
- Proof all pictures for sports programs with photographer and printer
- Maintain pictures of athletic events
- Coordinate banquet schedules with coaches and parents
- Collect money and reservations for banquets
- Maintain all award certificates, pins and athletic letters for athletes
- Coordinate Athletic Hall of Fame ceremony

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to type at least 40 words per minute
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copier, fax
- Computer skills
- Ability to utilize appropriate computer software
- Ability to prioritize and complete job assignments from multiple supervisors
- Ability to communicate with all types of people

Equipment Operated:

- Computer
- 10-key adding machine
- Various office machines
- Typewriter
- Fax
- Stamp machine
- Postal scales
- Copier
- Printer

- Scanners-computer/flatbed
- Two-way radio

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional overtime work if agreed on
- Frequent requirement to stand, walk, read and hear
- Occasional requirement to sit, stoop, kneel and crouch
- Occasional requirement to lift and carry up to a maximum of 20 pounds
- Occasional requirement to push and pull up to a maximum of 100 pounds, e.g., copier, tables
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: November 27, 2006

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position: Secretary (Elementary 1)

Reports to: Principal

Employment Status: Regular/Full-time

Classification: Classified

FLSA Status: Non-Exempt

Description: Serves as secretary to the building administration and as a facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and provide general secretarial support. Provide secretarial and clerical support in the day to day operations of the school

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Maintain confidentiality in the school operation
- Demonstrate a positive attitude toward school, students, and job and communicate the same to the community
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Respond to inquires from parents, students, and general public with tact and professionalism
- Greet all students, faculty, staff, and visitors courteously
- Maintain a positive rapport with students, staff, parents and the community
- Cooperate with and work in a courteous manner with co-workers and other personnel
- Dress appropriately for the position and work required
- Accept constructive criticism and suggestions and seek to improve each performance responsibility
- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules
- Issue appropriate passes to students and staff
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Maintain student sign-in and sign-out procedures including the issuance of tardy admit slips
- Operate a computer to enter, retrieve, review, or modify data
- Utilizes word processing, database, spreadsheet, internet, email and miscellaneous software programs including student information systems (SIS)
- Operate and maintain all office equipment including copier, calculator, and fax machine
- Prepare correspondence and other word-processing duties as directed
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and related papers
- Attend meetings and in-services as required
- Design, redesign, print, and distribute all forms used by the school district for faculty, staff, and students
- Sort and distribute incoming mail
- Prepare outgoing mail
- Perform bulk mailing

- Prepare and maintain all files for the building administration
- Escort or ensure that parents and visitors are escorted to the various rooms
- Complete and submit required documentation or electronic data as requested by school administration
- Assist the building administration during emergency/medical situations
- Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines
- Administer medications according to physician's directions
- Edit and proofread communications to parents, students, the community and staff; arrange for distribution
- Receive and route all incoming calls
- Assist in preparing instructional materials as requested
- Fulfill the duties of the nurse in her absence
- Keep the principal informed of upcoming calendar event/s
- Distribute all copies of informational letters, lunch menus, etc., to parents, Superintendent's office, etc.
- Maintain communications between the school and the district administrative offices
- Check in, inventory, and distribute textbooks, workbooks, paper, equipment, etc.
- Decorate the office for the seasons
- Turn in proper reports/deposit forms to the district administrative offices
- Perform other duties as assigned by the Superintendent or Principal

Primary Functions:

General

- Prepare and maintain attendance, discipline, and requisition files for the building administration
- Perform duties of receptionist by answering telephone, recording appropriate messages, and greeting visitors
- Maintain calendar for administrative conference room/s
- Prepare administrative conference room/s for meetings
- Maintain copy of all accident reports received from nurse
- Maintain current faculty, family, and student lists
- Maintain a daily attendance log for substitutes
- Maintain a monthly report of teacher attendance
- Register new students
- Forward proper transfer materials on a timely basis
- Responsible for collection, safekeeping, and deposit of monies
- Provide an accurate accounting for all monies received
- Receive/relay message or directs calls to appropriate personnel

Recordkeeping

- Bells – Bell system and schedule
- Maintain Free/Reduce lunch application database & applications
- Maintain an effective bookkeeping system for financial transactions as assigned by Principal
- Record fire and tornado drills
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Prepare new student registration packets as per district requirements
- Organize and type requisitions for textbooks, workbooks, paper, equipment, etc.
- Update/Maintain Progress Book and MEC

Financial

- Provide an accurate accounting for all monies received
- Prepare and maintain financial records as assigned; post and balance receipts; secure cash according to established procedures
- Maintain an effective bookkeeping system for financial transactions as assigned by Principal

Secondary Functions:

- In the event of an absence of the educational aide (office) employee, the primary functions of that educational aide (office) employee will become the responsibility of the secretary. Therefore, it is imperative that the secretarial employee have a basic knowledge of educational aide (office) employee primary functions as contained on educational aide (office) employee job descriptions.

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to type at least 40 words per minute
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copier, fax
- Computer skills
- Ability to utilize appropriate computer software
- Ability to prioritize and complete job assignments from multiple supervisors
- Ability to communicate with all types of people

Equipment Operated:

- Computer
- 10-key adding machine
- Various office machines
- Typewriter
- Fax
- Stamp machine
- Postal scales
- Copier
- Printer
- Scanners-computer/flatbed
- Two-way radio

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional overtime work if agreed on
- Frequent requirement to stand, walk, read and hear
- Occasional requirement to sit, stoop, kneel and crouch
- Occasional requirement to lift and carry up to a maximum of 20 pounds
- Occasional requirement to push and pull up to a maximum of 100 pounds, e.g., copier, tables
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: October 30, 2006

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position:	Secretary (High 1)
Reports to:	Principal
Employment Status:	Regular/Full-time
Classification:	Classified
FLSA Status:	Non-Exempt
Description:	Serves as secretary to the building administration and as a facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and provide general secretarial support. Provide secretarial and clerical support in the day to day operations of the school
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Maintain confidentiality in the school operation
- Demonstrate a positive attitude toward school, students, and job and communicate the same to the community
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Respond to inquires from parents, students, and general public with tact and professionalism
- Greet all students, faculty, staff, and visitors courteously
- Maintain a positive rapport with students, staff, parents and the community
- Cooperate with and work in a courteous manner with co-workers and other personnel
- Dress appropriately for the position and work required
- Accept constructive criticism and suggestions and seek to improve each performance responsibility
- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules
- Issue appropriate passes to students and staff
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Maintain student sign-in and sign-out procedures including the issuance of tardy admit slips
- Operate a computer to enter, retrieve, review, or modify data
- Utilizes word processing, database, spreadsheet, internet, email and miscellaneous software programs including student information systems (SIS)
- Operate and maintain all office equipment including copier, calculator, and fax machine
- Prepare correspondence and other word-processing duties as directed
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and related papers
- Attend meetings and in-services as required
- Design, redesign, print, and distribute all forms used by the school district for faculty, staff, and students
- Sort and distribute incoming mail
- Prepare outgoing mail
- Perform bulk mailing
- Prepare and maintain all files for the building administration
- Escort or ensure that parents and visitors are escorted to the various rooms
- Complete and submit required documentation or electronic data as requested by school administration
- Assist the building administration during emergency/medical situations

- Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines
- Administer medications according to physician's directions
- Edit and proofread communications to parents, students, the community and staff; arrange for distribution
- Receive and route all incoming calls
- Assist in preparing instructional materials as requested
- Fulfill the duties of the nurse in her absence
- Keep the principal informed of upcoming calendar event/s
- Distribute all copies of informational letters, lunch menus, etc., to parents, Superintendent's office, etc.
- Maintain communications between the school and the district administrative offices
- Check in, inventory, and distribute textbooks, workbooks, paper, equipment, etc.
- Decorate the office for the seasons
- Turn in proper reports/deposit forms to the district administrative offices
- Perform other duties as assigned by the Superintendent or Principal

Primary Functions:

General

- Prepare and maintain attendance, discipline, and requisition files for the building administration
- Maintain calendar for administrative conference room/s
- Prepare administrative conference room/s for meetings
- Maintain current faculty, family, and student lists
- Maintain a daily attendance log for substitutes
- Responsible for collection, safekeeping, and deposit of monies
- Provide an accurate accounting for all monies received

Staff Attendance

- Maintain a monthly report of teacher attendance
- Maintain time & attendance records for all school based staff

Recordkeeping

- Bells – Bell system and schedule
- Maintain Free/Reduce lunch application database & applications
- Maintain master schedule in MEC database
- Maintain an effective bookkeeping system for financial transactions as assigned by Principal
- Record fire and tornado drills
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Enter student discipline infractions into district attendance software (MEC)

Financial

- Provide an accurate accounting for all monies received
- Prepare and maintain financial records as assigned; post and balance receipts; secure cash according to established procedures
- Maintain requisition and purchase order processes

Miscellaneous

- Organize and type requisitions for textbooks, workbooks, paper, equipment, etc.
- Maintain building office supply and coordinate the distribution to staff
- Graduation – ordering of diplomas, typing programs, and coping, including Seniors Awards night

Secondary Functions:

- In the event of an absence of a building secretarial employee, the primary functions of that secretary will become the responsibility of the secretary who is present. Therefore, it is imperative that all secretarial employees have a basic knowledge of all secretarial primary functions as contained on the secretarial job descriptions.

Qualifications:

- High school diploma or general education degree (GED)

- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to type at least 40 words per minute
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copier, fax
- Computer skills
- Ability to utilize appropriate computer software
- Ability to prioritize and complete job assignments from multiple supervisors
- Ability to communicate with all types of people

Equipment Operated:

- Computer
- 10-key adding machine
- Various office machines
- Typewriter
- Fax
- Stamp machine
- Postal scales
- Copier
- Printer
- Scanners-computer/flatbed
- Two-way radio

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional overtime work if agreed on
- Frequent requirement to stand, walk, read and hear
- Occasional requirement to sit, stoop, kneel and crouch
- Occasional requirement to lift and carry up to a maximum of 20 pounds
- Occasional requirement to push and pull up to a maximum of 100 pounds, e.g., copier, tables
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: October 30, 2006

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position:	Secretary (High 2)
Reports to:	Principal
Employment Status:	Regular/Full-time
Classification:	Classified
FLSA Status:	Non-Exempt
Description:	Serves as secretary to the building administration and as a facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and provide general secretarial support. Provide secretarial and clerical support in the day to day operations of the school
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Maintain confidentiality in the school operation
- Demonstrate a positive attitude toward school, students, and job and communicate the same to the community
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Respond to inquires from parents, students, and general public with tact and professionalism
- Greet all students, faculty, staff, and visitors courteously
- Maintain a positive rapport with students, staff, parents and the community
- Cooperate with and work in a courteous manner with co-workers and other personnel
- Dress appropriately for the position and work required
- Accept constructive criticism and suggestions and seek to improve each performance responsibility
- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules
- Issue appropriate passes to students and staff
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Maintain student sign-in and sign-out procedures including the issuance of tardy admit slips
- Operate a computer to enter, retrieve, review, or modify data
- Utilizes word processing, database, spreadsheet, internet, email and miscellaneous software programs including student information systems (SIS)
- Operate and maintain all office equipment including copier, calculator, and fax machine
- Prepare correspondence and other word-processing duties as directed
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and related papers
- Attend meetings and in-services as required
- Design, redesign, print, and distribute all forms used by the school district for faculty, staff, and students
- Sort and distribute incoming mail
- Prepare outgoing mail
- Perform bulk mailing
- Prepare and maintain all files for the building administration

- Escort or ensure that parents and visitors are escorted to the various rooms
- Complete and submit required documentation or electronic data as requested by school administration
- Assist the building administration during emergency/medical situations
- Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines
- Administer medications according to physician's directions
- Edit and proofread communications to parents, students, the community and staff; arrange for distribution
- Receive and route all incoming calls
- Assist in preparing instructional materials as requested
- Fulfill the duties of the nurse in her absence
- Keep the principal informed of upcoming calendar event/s
- Distribute all copies of informational letters, lunch menus, etc., to parents, Superintendent's office, etc.
- Maintain communications between the school and the district administrative offices
- Check in, inventory, and distribute textbooks, workbooks, paper, equipment, etc.
- Decorate the office for the seasons
- Turn in proper reports/deposit forms to the district administrative offices
- Perform other duties as assigned by the Superintendent or Principal

Primary Functions:

General

- Prepare and maintain attendance, discipline, and requisition files for the building administration
- Perform duties of receptionist by answering telephone, recording appropriate messages, and greeting visitors
- Maintain copy of all accident reports received from nurse
- Maintain current faculty, family, and student lists
- Maintain a daily attendance log for substitutes
- Register new students
- Forward proper transfer materials on a timely basis
- Receive/relay message or directs calls to appropriate personnel

Recordkeeping

- Request records of incoming students
- Prepare and maintain student information in district computer software
- Set up and maintain permanent records for all students
- Prepare graduation verifications
- Prepare and maintain interim/grade cards
- Prepare and send out records of transferring students, including graduates, at the end of the school year upon request of the schools
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Prepare new student registration packets as per district requirements
- Maintain building office supply and coordinate the distribution to staff
- Record fire and tornado drills

Attendance

- Coordinate and Maintain building attendance software program (Progress Book)
- Maintain and report daily attendance and call homes of unexcused children
- Prepare daily student attendance reports
- Mail student attendance correspondence to parent or guardian
- Interact with District Attendance officer

Secondary Functions:

- In the event of an absence of a building secretarial employee, the primary functions of that secretary will become the responsibility of the secretary who is present. Therefore, it is imperative that all secretarial

employees have a basic knowledge of all secretarial primary functions as contained on the secretarial job descriptions.

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to type at least 40 words per minute
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copier, fax
- Computer skills
- Ability to utilize appropriate computer software
- Ability to prioritize and complete job assignments from multiple supervisors
- Ability to communicate with all types of people

Equipment Operated:

- Computer
- 10-key adding machine
- Various office machines
- Typewriter
- Fax
- Stamp machine
- Postal scales
- Copier
- Printer
- Scanners-computer/flatbed
- Two-way radio

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional overtime work if agreed on
- Frequent requirement to stand, walk, read and hear
- Occasional requirement to sit, stoop, kneel and crouch
- Occasional requirement to lift and carry up to a maximum of 20 pounds
- Occasional requirement to push and pull up to a maximum of 100 pounds, e.g., copier, tables
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: October 30, 2006

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position: Secretary (Intermediate 1)

Reports to: Principal

Employment Status: Regular/Full-time

Classification: Classified

FLSA Status: Non-Exempt

Description: Serves as secretary to the building administration and as a facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and provide general secretarial support. Provide secretarial and clerical support in the day to day operations of the school

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Maintain confidentiality in the school operation
- Demonstrate a positive attitude toward school, students, and job and communicate the same to the community
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Respond to inquires from parents, students, and general public with tact and professionalism
- Greet all students, faculty, staff, and visitors courteously
- Maintain a positive rapport with students, staff, parents and the community
- Cooperate with and work in a courteous manner with co-workers and other personnel
- Dress appropriately for the position and work required
- Accept constructive criticism and suggestions and seek to improve each performance responsibility
- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules
- Issue appropriate passes to students and staff
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Maintain student sign-in and sign-out procedures including the issuance of tardy admit slips
- Operate a computer to enter, retrieve, review, or modify data
- Utilizes word processing, database, spreadsheet, internet, email and miscellaneous software programs including student information systems (SIS)
- Operate and maintain all office equipment including copier, calculator, and fax machine
- Prepare correspondence and other word-processing duties as directed
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and related papers
- Attend meetings and in-services as required
- Design, redesign, print, and distribute all forms used by the school district for faculty, staff, and students
- Sort and distribute incoming mail
- Prepare outgoing mail
- Perform bulk mailing
- Prepare and maintain all files for the building administration
- Escort or ensure that parents and visitors are escorted to the various rooms

- Complete and submit required documentation or electronic data as requested by school administration
- Assist the building administration during emergency/medical situations
- Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines
- Administer medications according to physician's directions
- Edit and proofread communications to parents, students, the community and staff; arrange for distribution
- Receive and route all incoming calls
- Assist in preparing instructional materials as requested
- Fulfill the duties of the nurse in her absence
- Keep the principal informed of upcoming calendar event/s
- Distribute all copies of informational letters, lunch menus, etc., to parents, Superintendent's office, etc.
- Maintain communications between the school and the district administrative offices
- Check in, inventory, and distribute textbooks, workbooks, paper, equipment, etc.
- Decorate the office for the seasons
- Turn in proper reports/deposit forms to the district administrative offices
- Perform other duties as assigned by the Superintendent or Principal

Primary Functions:

General

- Prepare and maintain attendance, discipline, and requisition files for the building administration
- Perform duties of receptionist by answering telephone, recording appropriate messages, and greeting visitors
- Maintain calendar for administrative conference room/s
- Prepare administrative conference room/s for meetings
- Maintain copy of all accident reports received from nurse
- Maintain current faculty, family, and student lists
- Maintain a daily attendance log for substitutes
- Maintain a monthly report of teacher attendance
- Register new students
- Forward proper transfer materials on a timely basis
- Responsible for collection, safekeeping, and deposit of monies
- Provide an accurate accounting for all monies received
- Receive/relay message or directs calls to appropriate personnel

Staff Attendance

- Maintain a monthly report of teacher attendance
- Maintain time & attendance records for all school based staff

Recordkeeping

- Bells – Bell system and schedule
- Maintain Free/Reduce lunch application database & applications
- Maintain an effective bookkeeping system for financial transactions as assigned by Principal
- Record fire and tornado drills
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Schedule Parent/Teacher conferences
- Monitor the use of copiers and orders supplies as needed

Financial

- Provide an accurate accounting for all monies received
- Prepare and maintain financial records as assigned; post and balance receipts; secure cash according to established procedures

Secondary Functions:

- In the event of an absence of a building secretarial employee, the primary functions of that secretary will become the responsibility of the secretary who is present. Therefore, it is imperative that all secretarial

employees have a basic knowledge of all secretarial primary functions as contained on the secretarial job descriptions.

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to type at least 40 words per minute
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copier, fax
- Computer skills
- Ability to utilize appropriate computer software
- Ability to prioritize and complete job assignments from multiple supervisors
- Ability to communicate with all types of people

Equipment Operated:

- Computer
- 10-key adding machine
- Various office machines
- Typewriter
- Fax
- Stamp machine
- Postal scales
- Copier
- Printer
- Scanners-computer/flatbed
- Two-way radio

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional overtime work if agreed on
- Frequent requirement to stand, walk, read and hear
- Occasional requirement to sit, stoop, kneel and crouch
- Occasional requirement to lift and carry up to a maximum of 20 pounds
- Occasional requirement to push and pull up to a maximum of 100 pounds, e.g., copier, tables
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

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Superintendent or designee

Date

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Signature

Date

Adoption date: October 30, 2006

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

Position: Secretary (Middle1)

Reports to: Principal

Employment Status: Regular/Full-time

Classification: Classified

FLSA Status: Non-Exempt

Description: Serves as secretary to the building administration and as a facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and provide general secretarial support. Provide secretarial and clerical support in the day to day operations of the school

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Maintain confidentiality in the school operation
- Demonstrate a positive attitude toward school, students, and job and communicate the same to the community
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Respond to inquires from parents, students, and general public with tact and professionalism
- Greet all students, faculty, staff, and visitors courteously
- Maintain a positive rapport with students, staff, parents and the community
- Cooperate with and work in a courteous manner with co-workers and other personnel
- Dress appropriately for the position and work required
- Accept constructive criticism and suggestions and seek to improve each performance responsibility
- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules
- Issue appropriate passes to students and staff
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Maintain student sign-in and sign-out procedures including the issuance of tardy admit slips
- Operate a computer to enter, retrieve, review, or modify data
- Utilizes word processing, database, spreadsheet, internet, email and miscellaneous software programs including student information systems (SIS)
- Operate and maintain all office equipment including copier, calculator, and fax machine
- Prepare correspondence and other word-processing duties as directed
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and related papers
- Attend meetings and in-services as required
- Design, redesign, print, and distribute all forms used by the school district for faculty, staff, and students
- Sort and distribute incoming mail
- Prepare outgoing mail
- Perform bulk mailing
- Prepare and maintain all files for the building administration
- Escort or ensure that parents and visitors are escorted to the various rooms

- Complete and submit required documentation or electronic data as requested by school administration
- Assist the building administration during emergency/medical situations
- Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines
- Administer medications according to physician's directions
- Edit and proofread communications to parents, students, the community and staff; arrange for distribution
- Receive and route all incoming calls
- Assist in preparing instructional materials as requested
- Fulfill the duties of the nurse in her absence
- Keep the principal informed of upcoming calendar event/s
- Distribute all copies of informational letters, lunch menus, etc., to parents, Superintendent's office, etc.
- Maintain communications between the school and the district administrative offices
- Check in, inventory, and distribute textbooks, workbooks, paper, equipment, etc.
- Decorate the office for the seasons
- Turn in proper reports/deposit forms to the district administrative offices
- Perform other duties as assigned by the Superintendent or Principal

Primary Functions:

General

- Prepare and maintain attendance, discipline, and requisition files for the building administration
- Perform duties of receptionist by answering telephone, recording appropriate messages, and greeting visitors
- Maintain calendar for administrative conference room/s
- Prepare administrative conference room/s for meetings
- Maintain copy of all accident reports received from nurse
- Maintain current faculty, family, and student lists
- Maintain a daily attendance log for substitutes
- Maintain a monthly report of teacher attendance
- Register new students
- Forward proper transfer materials on a timely basis
- Responsible for collection, safekeeping, and deposit of monies
- Provide an accurate accounting for all monies received
- Receive/relay message or directs calls to appropriate personnel

Recordkeeping

- Bells – Bell system and schedule
- Maintain Free/Reduce lunch application database & applications
- Maintain master schedule in MEC database
- Maintain interims and grade cards
- Update and maintain progress book
- Maintain an effective bookkeeping system for financial transactions as assigned by Principal
- Record fire and tornado drills
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Enter student discipline infractions into district attendance software (MEC)
- Schedule Parent/Teacher conferences
- Monitor the use of copiers and orders supplies as needed
- Prepare new student registration packets as per district requirements

Financial

- Provide an accurate accounting for all monies received
- Prepare and maintain financial records as assigned; post and balance receipts; secure cash according to established procedures

Secondary Functions:

- In the event of an absence of a building secretarial employee, the primary functions of that secretary will become the responsibility of the secretary who is present. Therefore, it is imperative that all secretarial employees have a basic knowledge of all secretarial primary functions as contained on the secretarial job descriptions.

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to type at least 40 words per minute
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copier, fax
- Computer skills
- Ability to utilize appropriate computer software
- Ability to prioritize and complete job assignments from multiple supervisors
- Ability to communicate with all types of people

Equipment Operated:

- Computer
- 10-key adding machine
- Various office machines
- Typewriter
- Fax
- Stamp machine
- Postal scales
- Copier
- Printer
- Scanners-computer/flatbed
- Two-way radio

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional overtime work if agreed on
- Frequent requirement to stand, walk, read and hear
- Occasional requirement to sit, stoop, kneel and crouch
- Occasional requirement to lift and carry up to a maximum of 20 pounds
- Occasional requirement to push and pull up to a maximum of 100 pounds, e.g., copier, tables
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

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Superintendent or designee

Date

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Signature

Date

Adoption date: October 30, 2006

**HAMILTON LOCAL SCHOOLS
JOB DESCRIPTION**

- Position:** Secretary (Intermediate 50%/Middle 50%)
- Reports to:** Intermediate and Middle Principal
- Employment Status:** Regular/Full-time
- Classification:** Classified
- FLSA Status:** Non-Exempt
- Description:** Serves as a part-time secretary to the middle and a part-time secretary to the intermediate building administration in the areas of student attendance, student discipline, requisitions and purchases, record keeping and provide general secretarial support. Provide secretarial and clerical assistance in the day to day operations of the school. **Serves as the building secretary in the absence of the building secretary.**

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Maintain confidentiality in the school operation
- Demonstrate a positive attitude toward school, students, and job and communicate the same to the community
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Respond to inquires from parents, students, and general public with tact and professionalism
- Greet all students, faculty, staff, and visitors courteously
- Maintain a positive rapport with students, staff, parents and the community
- Cooperate with and work in a courteous manner with co-workers and other personnel
- Dress appropriately for the position and work required
- Accept constructive criticism and suggestions and seek to improve each performance responsibility
- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules
- Issue appropriate passes to students and staff
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Maintain student sign-in and sign-out procedures including the issuance of tardy admit slips
- Operate a computer to enter, retrieve, review, or modify data
- Utilizes word processing, database, spreadsheet, internet, email and miscellaneous software programs including student information systems (SIS)
- Operate and maintain all office equipment including copier, calculator, and fax machine
- Prepare correspondence and other word-processing duties as directed
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and related papers
- Attend meetings and in-services as required
- Design, redesign, print, and distribute all forms used by the school district for faculty, staff, and students
- Sort and distribute incoming mail
- Prepare outgoing mail

- Perform bulk mailing
- Prepare and maintain all files for the building administration
- Escort or ensure that parents and visitors are escorted to the various rooms
- Complete and submit required documentation or electronic data as requested by school administration
- Assist the building administration during emergency/medical situations
- Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines
- Administer medications according to physician's directions
- Edit and proofread communications to parents, students, the community and staff; arrange for distribution
- Receive and route all incoming calls
- Assist in preparing instructional materials as requested
- Fulfill the duties of the nurse in her absence
- Keep the principal informed of upcoming calendar event/s
- Distribute all copies of informational letters, lunch menus, etc., to parents, Superintendent's office, etc.
- Maintain communications between the school and the district administrative offices
- Check in, inventory, and distribute textbooks, workbooks, paper, equipment, etc.
- Decorate the office for the seasons
- Turn in proper reports/deposit forms to the district administrative offices
- Perform other duties as assigned by the Superintendent or Principal

Primary Functions:

Attendance

- Coordinate and Maintain building attendance software program (ProgressBook)
- Maintain and report daily attendance and call homes of unexcused children
- Prepare daily student attendance reports
- Mail student attendance correspondence to parent or guardian
- Issue student tardy slips
- Coordinate and file all parental notes, excuses and bus changes
- Maintain a daily attendance log for students
- Maintain a weekly or monthly report on excessive student absences for the principal's use
- Interact with District Attendance officer

Requisition/Purchase Order Processing

- Order and maintain office supplies
- Organize and type requisitions for textbooks, workbooks, paper, equipment, etc.
- Check in and distribute textbooks, workbooks, paper, equipment, etc.
- Maintain building office supply and coordinate the distribution staff
- Prepare and maintain financial records as assigned; post and balance receipts; secure cash according to established procedures
- Maintain requisition and purchase order processes

Discipline

- Mail student discipline correspondence to parent or guardian
- Schedule parent disciplinary conferences
- Enter student discipline infractions into district attendance software (MEC)

Secondary Functions: These secondary functions are performed to assist the full-time secretary or assumed in the absence of the full-time secretary.

- Prepare and maintain attendance, discipline, and requisition files for the building administration
- Perform duties of receptionist by answering telephone, recording appropriate messages, and greeting visitors

- Maintain calendar for administrative conference room/s
- Prepare administrative conference room/s for meetings
- Maintain copy of all accident reports received from nurse
- Maintain current faculty, family, and student lists
- Maintain a daily attendance log for substitutes
- Maintain a monthly report of teacher attendance
- Register new students
- Forward proper transfer materials on a timely basis
- Responsible for collection, safekeeping, and deposit of monies
- Provide an accurate accounting for all monies received
- Receive/relay message or direct calls to appropriate personnel

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to type at least 40 words per minute
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copier, fax
- Computer skills
- Ability to utilize appropriate computer software
- Ability to prioritize and complete job assignments from multiple supervisors
- Ability to communicate with all types of people

Equipment Operated:

- Computer
- 10-key adding machine
- Various office machines
- Typewriter
- Fax
- Stamp machine
- Postal scales
- Copier
- Printer
- Scanners-computer/flatbed
- Two-way radio

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional overtime work if agreed on
- Frequent requirement to stand, walk, read and hear
- Occasional requirement to sit, stoop, kneel and crouch
- Occasional requirement to lift and carry up to a maximum of 20 pounds

- Occasional requirement to push and pull up to a maximum of 100 pounds, e.g., copier, tables
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

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Superintendent or designee

Date

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Signature

Date

Adoption date: October 30, 2006