

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: ELEMENTARY SCHOOL SECRETARY/CLERICAL STAFF

OUALIFICATIONS:

- Hold an Associates Degree as related to the position or demonstrate aptitude for the work to be performed.
- Such alternatives to the qualifications as the Board may find appropriate and acceptable.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

REPORTS TO: School Principal

SUPERVISES: Students

CONTRACT DAYS: 205 days

SALARY: Salary is based on appropriate step on the approved OCS salary schedule.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: To assist and coordinate general office procedures and records for the efficient operation of the school while serving as liasian between school administration, staff, students, parents and visitors.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 1. Attend school during assigned hours.
- 2. Regular and predictable attendance.
- 3. Adhere to school system rules, administrative procedures, local board policies, and state/federal
- 4. Attend faculty and other assigned meetings.
- 5. Participate in the State Board and system required in-service and professional development.
- 6. Assists in implementing all policies and rules governing student life and conduct.
- 7. Perform reasonable duties necessary for the safe and effective operation of the school.
- 8. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
- 9. Exhibit positive human relation skills and professional ethics.
- 10. Demonstrate proficiency in written and oral communication.

- 11. Demonstrate competency in the use of technology.
- 12. Contribute to the overall development of an effective school program.
- 13. Assist in management of students and take precautions to protect students.
- 14. Be able to respond in emergency situations to protect the school, staff and students.
- 15. Responsible for screening, registration, and building access of visitors to the school.
- 16. Communicate concerns and requests to administrators or teachers in an appropriate and timely manner.
- 17. Perform a variety of secretarial/clerical duties to support handling of daily activities: such as answering telephones, receiving visitors, and assisting faculty, staff, students and general public.
- 18. Follow administrative directives.
- 19. Assist staff, students, and parents with matters related to the school in a timely manner.
- 20. Responsible for the accurate and timely entry and processing of data in the student information systems to ensure the integrity of records. Input and update a variety of data, establish and maintain records and files, initiate queries, develop various computerized lists, documents and reports.
- 21. Reconcile and record student attendance data and reports.
- 22. Responsible for the creation, distributing, and verification of various reports and forms needed to facilitate the efficient operation of the school.
- 23. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in the areas of responsibility.
- 24. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

PHYSICAL DEMANDS: Requires sufficient physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.

DATE OF LAST REVIEW: 05/15/25 DATE OF LAST REVISION: 05/15/25

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by:			
•	Printed name of employee/applicant	Signature	Date: