

Corning Union Elementary School District
Job Description

JOB TITLE: SCHOOL SECRETARY (Necessary Small School)

Salary Range:	20 (effective 7/1/2026)	Department:	Clerical
Reports To:	Site Administrator	Approved by:	Board of Trustees October 11, 2017

POSITION SUMMARY:

To provide staff support and maintain general order, a friendly and professional demeanor in the front office, greet parents and the public, coordinate, process, and distribute all communications in a timely manner. To provide clerical assistance to the site administrator and a broad range of diversified duties necessary for a designated Necessary Small School. This position requires the employee to be self-motivated and have the ability to work independently, with little day to day direction.

ESSENTIAL FUNCTIONS:

This position encompasses a broad range of duties that are common in a small school setting. These duties may include, but are not limited to:

Maintain student records, requesting and dispense student cumulative files, intervention files, health records, file report cards, various State and Federal forms, and utilize technology to maintain student records, including attendance, discipline, etc.

Serves as a health aide and cafeteria helper.

Communicates necessary information to the designated bookkeeper in order to maintain adequate financial, payroll, employee absences, etc., records.

Processes Independent Study Contracts for students.

Maintains various calendars and schedules, as directed (administrators, IEP, events, use of facilities, etc.).

Provides clerical assistance to site administrator and support staff.

Word processing, distributes and maintains various documents of a confidential nature (IEP, SST, reports, grants, etc.), compose correspondence including parent notification of excessive absences, SARB referrals, Principal's memos and communiqués, agendas, minutes, and other related duties.

Assists staff with duplication and supply acquisitions.

General receptionist duties include, but are not limited to: answering telephones,

greeting the public, maintaining a friendly, helpful, and professional office atmosphere, etc.

Enrolls students and maintains attendance records and prepares related reports.

Ability to exercise discretion, tact, and confidentiality when meeting with the public.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Prepare and distribute awards and other documents pertaining to school functions as needed.

May attend various trainings and workshops.

Assist in directing children to their proper destination before/after school.

May help supervise student assistants/work experience students.

May be required to provide library clerk services.

Other duties as assigned.

QUALIFICATIONS:

High school diploma or the equivalent.

Demonstrated ability to work independently, with little day to day direction.

Three years of increasingly responsible secretarial experience is desirable.

Ability to type 60 net words per minute desirable.

Working knowledge of various computers and software.

Must obtain and maintain valid CPR and First Aid certification.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must exhibit behaviors to maintain positive human relationships demanded in a public service agency.

Ability to read, write, speak, and understand English well.

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. Physical aspects that this position classification must perform in carrying out essential job functions are as follows:

Persons performing service in this position may frequently lift and/or move up to 15 pounds and occasionally exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.

Involves movement within the work area and will involve walking or standing for extended periods. May be required to work at a computer terminal for prolonged periods.

May be required to travel both within and outside of District boundaries in order to attend trainings and/or meetings.

Requires manual dexterity to operate a variety of office equipment.

The noise level is typically moderate.