

Job Description

Title: Elementary School Secretary - 10 Month

Reports to: Building Principal

General Summary: The Elementary Secretary assists in the smooth and efficient operation of the school office by performing general clerical, record keeping, and bookkeeping duties and effectively handling communications with staff, students, parents, and others.

Essential Functions:

1. Answers phones, greets visitors, takes andkonrct and

newsletters to students,

enrollment, withdrawal,

ool accounts, balancing

money and maintaining

