

SECRETARY JOB DESCRIPTION

St. Mary's School
Morris, MN.

The task of the secretary at St. Mary's School is threefold. The secretary acts as receptionist, bookkeeper and secretary to the principal. She is responsible to the principal of the school and performs duties assigned or approved by him/her. The duties below are main street duties, but the nature of the secretary's task requires availability for school and parish office services that arise. The latter are directed by the principal.

RESPONSIBILITIES AS SECRETARY

1. Talk with the principal daily to line up the work of the day.
2. Type office communications and materials directed by the principal.
3. Type, duplicate and distribute routine materials, e.g., parent letters, teacher bulletins, etc.
4. Attend to office filing.
5. Maintain attendance daily. Call homes of the absent children whose parents have not reported. Record reasons for absence.
6. Prepare school-related forms.
7. With the principal, prepare and send the following:
 - State Department records
 - Surveys
8. Record lunch count and money and be responsible for lunchroom tallies and reports needed for the lunchroom bookkeeper (lunchroom tally sheets).
9. Maintain and update student emergency cards.
10. Prepare cumulative record files for all new students.
11. Collect, count and bank money for various projects.

RESPONSIBILITIES AS RECEPTIONIST

1. Respond to the needs of parents, students, and other persons who come to the school office.
2. Discern the need to contact and/or involve the administrator with visitors and calls.
3. Keep the principal informed on pertinent matters.
4. Answer the phone.
5. Relay messages to school personnel and students.
6. In the absence of a school nurse, administer minor first-aid to students. Give medication when directed by physician/parents. Call parents of sick children.

RESPONSIBILITIES AS BOOKEEPER

1. Balance school checking account monthly.
2. Make deposits as needed for school checking account and lunch program account.
3. Pay school bills.
4. Prepare school and lunch program bills on monthly basis.
5. Prepare individual tuition cards and keep a record of payment.
6. Send out monthly tuition statements.
7. Prepare monthly financial reports.
8. Maintain expenditures and receipts for lunchroom transactions.
9. Record petty cash transactions.
10. Make lunch program deposits.
11. Pay lunch program bills.
12. Prepare reports for lunch program for State Department each month.
13. Balance lunch program checkbooks.
14. Balance lunch checkbook.

BENEFITS:

- *Employer's share of Social Security
- *Workman's compensation
- *Unemployment Compensation as stated in the Assumption Board of Education Unemployment Policy
- *Employer's share of the pension fund which amounts to 6.5% of gross salary.
- *Opportunity to participate in the Flex Plan
- *You may take one personal day per year of employment up to five, must be used during current contract.
- *You are allowed 1 sick day per month, maximum of 40 accumulated.