

School Secretary – Job Description
Blue Hill Consolidated School

4106H

Reports to: Principal

Work Hours: 40 hours weekly
6:45am-3:15pm

Job Goal: To serve the principal, teachers, and the students in creating and maintaining an atmosphere of efficiency, to help make the school run smoothly, and to demonstrate friendliness to all.

Responsibilities:

1. Answer the phone, greet and help parents, students, and staff prepare for the day.
2. Collect and attend to bus notes, lunch money, permission slips, and any other notes from parents and teachers.
3. Monitor and operate front entry security system.
4. Pass out tardy slips and do attendance in PowerSchool.
5. Write checks and keep accurate monthly records of school checking account.
6. Call subs and submit forms for bi-weekly payment.
7. Keep PowerSchool information updated including entering new students, transfer students, and informing the Central Office of new students and any other student changes.
8. Oversee school lunch accounts including:
 - A. Collecting lunch monies
 - B. Preparing weekly bank deposits
 - C. Preparing weekly and monthly lunch statements
9. Order buses for all sports events, field trips, etc. and organize after school van riders.
10. Receive all monies for various school activities and prepare the deposits.
11. Prepare purchase orders for payment at monthly School Committee Meetings and oversee budget expenditures to avoid account overdrafts.
12. Do mailings for all report cards, midterms, etc.

13. Make phone calls, prepare paperwork, and help organize Pre-K and Kindergarten registration.
14. Organize diplomas and awards, etc. for 8th grade graduation.
15. Perform other tasks and assume other responsibilities as the principal may assign.

Summer Responsibilities:

1. Distribute mail, keep bills paid via purchase order, submit other bills for payment, check in and see that all equipment and supply orders are distributed.
2. Prepare class lists, bus lists etc. that teachers need the first day of school.
3. Prepare packets for students to take home the first day of school, (handbook, f/r lunch application, calendar, insurance form, etc.)
4. In general, make sure all things are updated for the new school year.

Adopted: Blue Hill School Committee 7/8/1998
Reviewed: Blue Hill School Committee 7/8/2015
Amended: Blue Hill School Committee 8/8/2015
Reviewed: Blue Hill School Committee 3/9/2016