

**WEST DES MOINES COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE General Secretary

CLASSIFICATION III, Schedule A

IMMEDIATE SUPERVISOR Elementary School Principal

JOB SUMMARY

To maintain accurate records and accounts and assist with operation of the school office. Maintain all activities related to the computerized lunch program system.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

1. Works with figures accurately and efficiently.
2. Ability to operate office machines accurately and efficiently (calculator, typewriter, computer, copier and fax machine).
3. Maintain accurate records and files.
4. Ability to organize workflow for maximum efficiency.
5. Ability to relate well to all people.
6. Ability to think logically and follow through with details persistently, conscientiously and accurately.
7. Ability to work without close supervision and budget time to complete responsibilities as scheduled.
8. Follow district policies and procedures related to the position.
9. Maintain confidentiality.
10. Ability to work with numerous interruptions.
11. Strong skills in written and oral communication.

B. Education

1. High school graduate or equivalent.
2. Willingness to continue education to improve efficiency on the job.

C. Experience

1. Demonstrated office skills.
2. Computer experience highly desired.

ESSENTIAL JOB FUNCTIONS

1. Perform all activities related to the computerized lunch program system per directives.
2. Forward daily lunch count to preparation kitchen.
3. Make daily deposits and accounting reconciliation.
4. Assist with lunchroom supervision as needed.
5. Assist with secretarial duties, i.e., typing, handle incoming and outgoing correspondence, answer phone and take messages.
6. Maintain accurate student attendance records.
7. Distribute bus passes, collect money for paid passes and send rider updates to the Transportation Department.
8. Handle ill or injured children and give medications when health aide or nurse is not here.
9. Assist with school registration and Kindergarten Round-Up.
10. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

1. Adequate mobility as required.
2. Good health to minimize absenteeism.
3. Must be able to cope with stressful situations.

WORKING CONDITIONS

1. Demands of workload may be stressful.
2. Frequent peak rush periods and timelines must be coordinated.

TERMS OF EMPLOYMENT

1. 9 – 10 month position.
2. Per Board Policies and WDMESP Bargaining Agreement.
3. Performance evaluated annually.

Adopted Date September 10, 1993 Revised Date July 2002

West Des Moines Community School District is an Equal Opportunity/Affirmative Action Employer. The district does not discriminate based on race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability and will provide reasonable accommodations to qualified individuals with disabilities.