

Section 400 - Personnel
Employees Job Descriptions
Secretaries

File: 405.23 – R1

Building secretaries will be assigned, supervised, and evaluated by the respective building principals, and their duties shall include, but not be limited to, the following:

1. Completing assigned clerical tasks such as processing reports, handling correspondence and messages, activity fund accounting, and filing and retrieving necessary data;
2. Becoming proficient on all office business equipment pertinent to the job assignment;
3. Maintaining accurate student attendance records and reports;
4. Fulfilling staff leave requests including scheduling of substitutes as directed by the building principal
5. Following appropriate training, provide first aid and administer medication to students and staff in the absence of the school nurse;
6. Maintaining confidentiality of sensitive information related to staff, students, and parents;
7. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors.
8. Maintaining consistent attendance for the benefit of the students and the District.
9. Facilitating Medicaid eligibility determination.
10. Assisting with transportation related activities in support of Medicaid covered services.
11. Translation related to Medicaid services.
12. Program planning, policy development, and interagency coordination related to Medicaid services.
13. Medicaid related training.
14. Referral, coordination and monitoring of Medicaid services
15. Performing other duties as assigned.