

**TITLE:**                    **School Secretary/Student Management Clerk**

**QUALIFICATIONS:**    1.     High school diploma  
                                 2.     Ability to communicate effectively with the public  
                                 3.     Computer literate

**REPORTS TO:**            Principal

**JOB GOAL:**              To accurately and efficiently serve visitors and maintain student data.

**JOB DUTIES:**

1.     Performs daily office routines and procedures
2.     Provide clerical support in a multi-task work environment
3.     Maintains a log of visitors to the school
4.     Receive and route all incoming calls efficiently
5.     Act as a liaison between parents, students, teachers, and support groups
6.     Maintain attendance, including check-ins and check-outs for all students
7.     Maintain all student excuses and enter in student management program on a daily basis
8.     Coordinate with Data Entry Clerk on all student withdrawals
9.     Request and send student records, as needed
10.    Coordinate with other office personnel on all student demographic changes (address, phone number, etc.)
11.    Run and submit report to Enrollment Office of all students who meet the criteria for truancy
12.    Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
13.    Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
14.    Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**             9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**            8 Hours

**SALARY:**            According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials

**BOARD APPROVED: 5/17/16**