

Elementary School Office Staff Duties

The school office staffing model was created with the idea that the school secretary, office clerk and health assistant work as a team to cover their individual duties and fill in when necessary. One or both of these positions must be fully cross-trained to take over for the Health Assistant.

Elementary School Secretary

The Elementary School Secretary is the hub of the school. The secretary is responsible for:

- Greeting visitors, students and staff
- Facilitating sign in and exchange of ID for visitors badges for all non Kyrene visitors to the school
- Answering phone calls
- Enrolling new students
- Managing school budgets
- Ordering supplies from outside vendors and our warehouse
- Writing newsletters and other communication to parents and staff and sending it via listserv
- Reconciling Kronos (time clock/time card) for all support employees
- Working with outside groups who want to use the school facility
- Coordinating events for the school
- Working with substitutes—checking in, giving keys, instructions, etc.
- Arranging for subs for staff
- Creating PAR's for hiring staff
- Creating purchase requisitions for staff going to conferences, books for book studies, field trips, etc.
- Updating staff lists as needed
- Updating School Emergency Plan every July/August prior to the beginning of school (there are many components that have to be updated with current names of team, maps of teachers and room numbers, etc.)
- Scheduling monthly fire drills, recording required information about each drill
- Scheduling lockdown drills (2 per year), recording required information about each drill
- Working with PTO or other parent organization
- Assisting principal and assistant principal with their duties (taking phone messages, handling correspondence, calling parents scheduling appointments)
- Assisting in supervision of students waiting in office for discipline or for parent pickup
- Maintaining class lists as needed
- Assisting with moving staff to cover classrooms when a sub is not available
- Filling in to cover playground duty, crossing guard and lunch duty when necessary
- Managing the ordering and care of copy machine and workroom equipment
- Checking in students for after school enrichment through Community Education Programs
- Cross training to be able to perform duties of helping students with meds, etc.
- Performing weekly audits on student registration/withdrawals and attendance
- Sorting and distributing mail and warehouse deliveries for staff
- Scheduling time for fall and spring pictures with school photographer
- Taking minutes at Site Based Council and Strategic Planning Committee meetings

Elementary Office Clerk

The Elementary Office Clerk is responsible for:

- Recording attendance for all students
- Making phone calls to parents/guardians of student who are not in school and whose parents have not called the school to report them absent
- Greeting visitors, students and staff

- Facilitating sign in and exchange of ID for visitors badges for all non Kyrene visitors to the school
- Answering phone calls
- Reporting weekly audits of their work registering and withdrawing students
- Registering students
- Withdrawing students
- Assisting students, teachers and parents who come into the office asking for assistance
- Sorting and distributing mail and warehouse deliveries for staff
- Assisting in supervision of students waiting in office for discipline or for parent pickup
- Filling in to cover playground duty, crossing guard and lunch duty when necessary

Health Assistant

The Health Assistant is responsible for student and staff site-based health care. Duties include:

- Assessing and treating illnesses and injuries of students and staff
- Documenting health information
- Communicating with parents/guardians, school staff and EMS personnel on student health issues
- Performing vision and hearing screenings
- Administering medication
- Compiling information for state reports for immunization and hearing
- Following school health care plans of students with health/medical needs
- Providing select medical procedures for students as ordered by their medical provider
- Assisting with toileting and hygiene activities
- Charting and documenting information for accident reports and the school health log
- Inventorying and ordering supplies for the health office
- Maintaining student health records
- Maintaining school health office
- Promoting safety
- Acting as a resource person for teachers and other school staff
- Participating as a member of the school evaluation team in the placement of medically-involved students
- Communicating frequently with their District Nurse on student and staff health issues