Elementary School 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 listserve
- 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