



## **District OR-1 School District Building Secretary Job Description**

It is the policy of District OR-1 School District to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Building Secretary
- B. Building:** Bennet Elementary
- C. Education Level and Certification:** High school degree or equivalent required; associate's degree in business administration or related field preferred.
- D. Reports To:** Principal/Superintendent
- E. Application Process:** Interested candidates should submit a completed application, resume, cover letter, and references to Cassie Wemhoff (wemhoff.cas@districtor1.net) by November 17, 2024. The application can be found on our district website at districtor1.org.
- F. Work Hours:** Full-time; 40 hours per week (7:30am-4:00pm)
- G. Anticipated Start Date:** January 2025 (with the possibility of starting sooner)
- H. Position Summary:** Bennet Elementary is seeking a highly organized, detail-oriented individual to serve as the Building Secretary. This position is responsible for managing day-to-day administrative operations, assisting with budget management, overseeing purchasing and ordering, coordinating student rosters, and performing general secretarial duties to ensure the smooth operation of the school. The ideal candidate will demonstrate the ability to work effectively with diverse populations in an efficient, friendly, and professional manner, and the ability to manage multiple tasks in a dynamic environment. Consistent and punctual on-site attendance is an essential function of this position.

## **I. Qualifications**

1. Previous experience in a school setting or office management role, particularly in budget management and student data, is strongly preferred.
2. Strong organization skills and attention to detail.
3. Excellent written and verbal communication skills.
4. Ability to work in a fast-paced environment and manage multiple priorities.
5. Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace (Doc, Sheets, Calendar, Forms, etc.)
6. Ability to maintain confidentiality and demonstrate professionalism.

## **J. Performance Responsibilities and Job Tasks**

1. Serve as the primary point of contact for parents, students, and staff, addressing inquiries and providing excellent customer service.
2. Assist in organizing and scheduling meetings, events, and parent conferences.
3. Prepare and distribute school communications, including newsletters, flyers, and announcements.
4. Manage office communications, including phones, emails, and written correspondence.
5. Maintain office filing systems and school records in an organized and accessible manner.
6. Oversee and manage day-to-day office operations to ensure the smooth functioning of the school.
7. Order office/school supplies as needed and maintain inventory.
8. Assist with scheduling substitute teachers and staff as required.
9. Provide clerical support to the principal, teachers, and other staff as needed.
10. Maintain and update student enrollment and attendance records.
11. Create and manage student class rosters, coordinating with teachers and administration to ensure accurate placement.
12. Handle student transfers, withdrawals, and record requests in compliance with district and state regulations.
13. Process purchase orders, invoices, and payments for school supplies, materials, and equipment.
14. Maintain accurate records of expenditures and assist with budget reconciliation.
15. Liaise with vendors and district offices to ensure timely and accurate orders.
16. Serve as a role model to all students.
17. Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
18. Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
19. Develop and maintain a positive and professional working relationship with other staff and administration.
20. Adhere to all District policies, rules, regulations, and supervisory directives.
21. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
22. Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).

**K. FLSA Exempt Status:** Non-exempt.

**L. Essential Functions:** The essential functions of the Administrative Assistant position include: (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified tasks and performance responsibilities which require effective teaching and communication skills; and (3) the ability to perform the following identified physical requirements.

**M. At-Will Position.** This position is an “at-will” position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent’s designee.

<b>Physical Requirements Administrative Assistant</b>		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>E = Essential</b>						
<b>NE = Non-Essential</b>						
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength		X			
13.	Driving on the job		X			
14.	Typing non-stop				X	
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)				X	
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
<b>Carrying</b>						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				