

# WARREN AREA ELEMENTARY CENTER



343 EAST FIFTH AVENUE • WARREN PA 16365  
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**MRS. RUTH NELSON • PRINCIPAL**

**MRS. RHONDA DECKER • ASSISTANT PRINCIPAL**

WAEC requires the support of three full time secretaries. The following is a list of the responsibilities assigned to each position:

## First Position

- Front Desk Receptionist – first person to welcome visitors
- Staff Attendance
- Payroll
- Scheduling of School Activities and Building usage
- School mail
- Input Student 4 – Sight Data
- Student Registration/Enrollment/Withdrawal
- Student records
- Coverage for nurse
- Morning memo
- Retaining substitutes

## Second Position

- Student Attendance
- Free/Reduced Lunch Applications
- Input Student Data
- Student records
- Type Professional Observations for Assistant Principal
- Responsible for Child Study packets and parent letters
- Input of Dibels scores
- Coverage for nurse

## Third Position

- Transportation
- Maintain and submit observation logs
- Type Professional observations for Principal
- Student records
- Record and manage disciplinary actions
- Manage Petty Cash
- Manage Charge Account
- Manage all purchasing and budgetary matters
- Special Education Clerical work

Summer Needs: Receptionist (Summer Music School, ESY), preparation for next school year – class lists, purchase orders, school year packets for staff and students, registration of new students, preparation of student records for students who transfer in/out, update curriculum and safety guides, update and maintain student records, transportation preparation, special education needs

