

SECRETARIAL DUTIES
Russell Elementary School

Shared Duties

1. Sort attendance and notes daily
2. Distribute US Mail/Campus Mail
3. Notify teachers of UPS deliveries
4. Update students records in Pentamation – all annual changes
5. Transportation update in spring
6. Deliver items parents may bring during the day
7. Extra copies for teachers/students
8. Deliver all messages during school day – change of plans at day's end, bus change
9. File test results in permanent records: PSSA, MAT8, GMades
10. In June: Reorganize files, update permanent records for upcoming SY, all CO end-of-year reports
11. In August: Enter new students, prepare parent 1st day packet, sort summer mail
12. 4Sight test data entry
13. Prepare permanent record folder for fall Kindergarten students upon registering
14. Enter fall Kindergarten students in Pentamation
15. Update class lists for upcoming SY

Secretary 1

1. Submit reports to CO on time: Fire Drill, Credit Card, Bus Evacs
2. Supplies: Maintain Stock room: order 30/32 supplies, shelve when supplies arrive
3. Type and record all Purchase Orders
4. Copy Room: maintain paper supply, fill machine
5. Projector Bulbs: maintain a supply of necessary bulbs
6. Copier: Read meter, call for repairs, change toner
7. Laminator and Fax: maintenance and keep supplies on hand
8. Observations – Maintain spreadsheet and report counts to CO, as well as make copies for teachers, CO and PIF
9. Mileage forms to CO
10. Kindergarten Registration in February
11. File updates in WCSD Policy Manual
12. Ordering books: inventory and distribution
13. Student schedules in Pentamation
14. Budget
15. Chapter 15
16. Pack up PSSA, GMades – Debbie Rohlin to inventory
17. Principal's calendar
18. Monthly RES calendar
19. Tutoring: set up in fall, parent letter, time sheets, Snacks and Incentives
20. Parent/Teacher conferences: send information home, set up conference times, notify parents
21. Keys – assist custodian

Secretary 2 (Retired Effective 1/20/2010)

1. Receptionist
 - a. First one to answer phone
 - b. Screen calls to principal, deliver all messages
 - c. Answer door buzzer
 - d. Greet all who enter building, supervise sign-in, provide directions to visitors
 - e. Attempt to monitor visitor activity in building-discourage classroom interruption
2. Schedule building usage, maintain calendar (Athletics) for external groups using RES Gym
3. Payroll: maintaining payroll absence book, submission to CO, picking up paychecks
4. Kelly Services: Teachers, Aides, Secretaries
5. Maintain student permanent record files
6. Field Trips
 - a. Arrange Buses
 - b. Request for Field Trip sent to CO and Transportation
 - c. Payment for buses deposited in Holding
7. Record daily student attendance
 - a. Excuses – educational trips, late arrivals, early dismissals
 - b. Follow up letters – PMXL, MXL, 1st notices, Fines
 - c. File excuses
8. Initial registration of students
 - a. Greet parents and students
 - b. Have Principal assign student to teacher
 - c. Call bus garage with information
 - d. Request records from former school
 - e. Complete paperwork and create student files
 - f. Create student record in Pentamation

Withdraw students as needed

 - g. Copy records to send to other school
 - h. Maintain “dead” file
9. ERW – monthly report to CO
10. Distribute IPR and report cards - mail to non-custodial parents
11. Special Education
 - a. Keep order in B Files with case manager
 - b. Maintain/update Spec. Ed. Calendar in Pentamation
 - c. Copy and send psychological referrals to CO – maintain accuracy
12. Petty Cash
13. Grade 6 Activities Account
14. Holding Account
15. Bus Referrals (hold/file in folder)
16. ADM passes
17. Count out all flyers: menus, CO approved public notices
18. Email for student textbooks needed throughout SY
19. Update student permanent records annually – photos on Kdg and Grade 4