

**Belpre City Schools
Secretary
Job Description**

1. General Duties

- A. Answer telephone
- B. Assist all who enter the office
- C. Process new students and collect all required documentation
- D. Withdraw students and forward all necessary documentation
- E. Assist with staff requests
- F. Assist in collecting homework requests for parents
- G. Inventory and order office supplies
- H. File and maintain permanent records
- I. Assist in preparing Beginning of School forms
- J. Assist in collecting End of Year forms
- K. Help students who require medication/medical assistance
- L. Distribute mail
- M. Assist during fire, tornado, and emergency drills

2. Possible Specific Duties

- A. Enter data for new and withdrawn students
- B. Maintain special education files
- C. Attend trainings specific to the student information system and data entry
- D. Generate monthly reports from the student information system regarding enrollment, cross enrollment, open enrollment, student count
- E. Maintain and record daily attendance
- F. Collect and file all documents related to attendance
- G. Communicate with county truancy officer
- H. Call the parents of students who are absent
- I. Mail letters to parents regarding attendance/tardies
- J. Assist with report card processing/distribution
- K. Assist guidance counselor with requested tasks (filing, copying, mailing, phone calls, retrieving students, etc.)
- L. Assist with student schedules
- M. Maintain building use calendar and required forms
- N. Maintain student information system
- O. Update staff with daily/weekly information
- P. Enter discipline information into student information system
- Q. Process academic awards
- R. Process incoming funds
- S. Maintain school fee information
- T. Assist Central Office with requested forms/documents/information
- U. Perform any other duty assigned by the principal

