



Morgan County R-1 Schools

701 N Oak, Stover, MO 65078

Phone: (573) 377-2217 Fax: (573) 377-2211

“The Bulldog Way”

Striving for the Best, We Rise Above the Rest

Building Secretary

Job Titles: Building Secretary
Reports to: Building Principal

Department: Clerical
Classification: Nonexempt

Qualifications: Minimum: High School Graduate; 60 college hours or associate degree preferred

Skills and Abilities

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals.

Write simple and complex reports and correspondence.

Speak with members of the public, students, and other staff members appropriately.

Have strong computer skills including word processing, and working with spreadsheets and databases, and have the ability to learn new systems and software.(Knowledge of Google preferred)

Safeguard and dispose of confidential information.

Work closely with a variety of staff members and the public and possess strong interpersonal skills.

Job Goal: To assure the smooth and efficient operation of the school office, provide clerical support to the building staff, and maintain school records.

Essential Duties and Responsibilities

- Receive and route all telephone calls and record messages.
- Oversee the admittance of New Students
- Find substitute teachers when requested and maintain absentee records for the staff.
- Assist and orient substitute teachers.
- Maintain student attendance records, including check-in and check-out.
- Maintain permanent school records and files and send transcripts upon request.
- Make contact with parents of students that are not in attendance and have not been called in by a parent/guardian.
- Maintain enrollment and withdrawal records.
- Maintain the inventory of supplies in the office..
- Operate and trouble shoot office equipment.
- Prepare and distribute a daily bulletin, awards and teacher materials as directed.
- Print and distribute grade cards, honor roll, and ineligible lists as directed .
- Prepare and submit accurate district reports.



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- Troubleshoot problems with SIS for the faculty and staff, escalate unresolved problems to TylerSISHelp.
- Maintain the attendance and tardy step system in SIS, mailing letters to parents, and setting up detention and ISS when necessary.
- Provide F lists to the counselor and principal for their review.
- Make programs for school events and activities.
- Prepare all registration paperwork for parents/guardians to complete. Update all information into SIS as directed.
- Prepare School Handbooks for yearly distribution.
- Coordinate Picture Day announcement.
- Collect monies for field trips/school sponsored activities.
- Other duties as assigned by administration.

Supervisory Duties

Supervise students who are sent to the office for disciplinary reasons.

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, reach, and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.

The physical demands, work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions