

SCHOOL SECRETARY

The school secretary shall perform duties as required by the superintendent and the Perry Board of Education. Salary will be based on duties, qualifications, and experience.

The secretary will be the custodian of activity fund monies and lunch fund monies and shall be bonded as required by law.

The superintendent's secretary shall be responsible for all central office correspondence, minutes at board of education meetings, such reports and filings as may be required, and other duties as may be assigned. The secretary shall also assume responsibility for ensuring that all the district's financial transactions are properly recorded and accounted for.

Building secretaries shall carry out the duties assigned to them in such a manner as to assure the smooth and efficient operation of the school office. Building secretaries shall be responsible to the building principal.

The school secretary also establishes and maintains student records and other routine business and administrative duties. Such duties may include but are not limited to:

1. The principal's secretary will be employed ten (10) months each year.
2. The principal's secretary's arrival times will be determined on a yearly basis by the principal.
3. The principal's secretary's duties are:
 - A. To keep accurate attendance records for students, teachers and support personnel assigned to their school.
 - B. File all necessary records and documents in an orderly manner.
 - C. Distribute mail to school faculty and staff.
 - D. Work with the school principal and counselor in keeping accurate student records.
 1. Cumulative folders
 2. Grades
 3. Immunization records
 - E. Help with school correspondence.
 - F. Typing reports, correspondence, etc.
 - G. Aid principal in getting substitute teachers.

SCHOOL SECRETARY (Cont.)

4. The principal's secretary will be entitled to ten (10) days at the beginning of each school term, cumulative to one-hundred thirty (130) days total sick leave. Three days may be used as personal leave.
5. The board of education may require certification of illness or tardiness by one or more medical doctors to provide evidence of illness before honoring sick leave. Any attempt by an employee to take unfair advantage of sick leave will constitute grounds for dismissal.
6. The secretary will, with principal approval, be off on all scheduled teacher holidays or professional days.
7. The principal's secretary will be hired at the regular board meeting in April.
8. Dress Code - employees and teachers will report to work dressed in a proper manner, in appropriate attire for the profession.