**JOB DESCRIPTION FOR: Panther Place Secretary**

**REPORTS TO:** Family Resource and Youth Service Center Coordinator and Panther Place Director

**QUALIFICATIONS:**

As established by the Board of Education.

**GENERAL RESPONSIBILITIES:**

To assure smooth and efficient operation of the Panther Place office so that the office's maximum positive impact on the education of children can be realized.

**DUTIES:**

1. Maintains the time and attendance cards on all Panther Place personnel.
2. Checks all payroll cards of classified employees making sure all leave cards are signed and notarized.
3. Receives and routes all incoming calls or relays messages when feasible.
4. Maintains a log of visitors to the school.
5. Maintains a log of children who are picked up by parents for appointments.
6. Provides emergency first-aid to students if needed.
7. Maintains records for and prepares weekly, monthly, and annual reports.
8. Performs the usual office routings and practices associated with a busy yet productive and smoothly run office.
9. Maintains up-to-date schedules on all building personnel.

10. Processes all time/payroll cards for classified employees insuring all necessary documents are attached for Central Office verification.

11. Prepares various informational bulletins for distribution to parents.

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**JOB DESCRIPTION FOR: Panther Place Secretary (continued)**

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12. Prepares work orders, requisition forms, etc., necessary for the program’s operation.

13. Prepares correspondence for signature of the Panther Place Director.

14. Keeps accurate records of all income and disbursements.

15. Performs other duties as assigned by the Panther Place Director.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION June 17, 2013

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