



Bear Lake School
Administrative Secretary Job Description
Supervisor: Sarah Harless, K-12 Principal

Contracted Work Days: 220 Days August 1st-June 30th

Contracted Work Hours During the School Year: Monday- Thursday 7:30 a.m.-3:45 p.m, Friday 7:45 p.m.-1:45 p.m

Contracted Summer Hours: TBD

It is the mission of Bear Lake School to engage all learners in a comprehensive educational process that enables them to reach their full potential. Bear Lake School tasks all staff with carrying out this mission.

Job Description

- Address staff, students, parents, and the community in a friendly, helpful manner.
- Maintain respect at all times for confidential information.

Daily Duties

- Maintain building security, answer the doorbell, and assist visitors.
- Answer the telephone in a helpful manner, take messages
- Prepare daily announcements
- Enter daily attendance
- Maintain substitute teacher log
- Maintain tardy/detention list
- Administer basic first aid and medication to students
- Maintain discipline logs/letters
- Maintain Facilities Use documents
- Sort and distribute mail and packages
- Maintain Principal correspondence
- Prepare correspondence to staff, students, and parents
- Other duties as assigned

Bookkeeping Duties

- Maintain school Trust and Agency accounts, monthly
- Maintain deposits of checks received and correspondence with the business office
- Deposit athletic game receipts
- Other duties as assigned

Other Duties

- Prepare student and staff handbooks
- Set up the new school year in PowerSchool
- Schedule students in PowerSchool
- Create teacher class lists



Prepare teacher/staff back-to-school packets



- Order textbooks
- Prepare enrollment packets
- Issue door keys and maintain a key log
- Prepare report cards
- Maintain transcripts
- Maintain student work permits
- Maintain student CA-60 Files
- Prepare and submit Count Day Forms (October/February)
- Manage the state Student Record Management System
- Maintain immunization records and accurately report weekly communicable diseases
- Coordinate student awards- academic and athletic
- Prepare for graduation: order diplomas, programs, flowers, schedule baccalaureate, senior composites
- Other duties as assigned