

# USD 412 Work Agreement

## PREK-6 Secretary

**TITLE:** PreK-6 Secretary

**PURPOSE AND OBJECTIVES OF THE POSITION:** The building secretary coordinates office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the building secretary works closely with the staff and administration of the district.

**RESPONSIBLE TO:** Principal

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

**ESSENTIAL JOB FUNCTIONS:**

1. Ability to provide and to coordinate office and clerical support to assist with the efficient operation of the school.
2. Ability to ensure all activities conforms to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.
7. Monitors attendance including lunch and breakfast counts and account balances.
8. Monitors bus list, bus records and communications between drivers, staff and parents.
9. Handles communications within the building including daily announcements.
10. Handles community outreach by working with local clubs and programs including helping manage their accounts (if needed) and acting as a liaison.
11. Handles medical records, student injuries, daily medication and acts as the building nurse four days a week.
12. Finds substitutes for teacher.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Demonstrated typing and filing skills.
4. Experience in using various computers and computer programs as required.
5. Desire to continue career improvement by enhancing skills and job performance.

**JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

(Place(s) where work is performed): secondary school building

1. Requires prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

**EQUIPMENT** (Machines, devices, tools, etc. used in job performance):

10-key, computers and peripherals, telecommunications equipment, copier

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

1. Ability to coordinate and supervise office and clerical support.
2. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
3. Ability to screen and route incoming mail.
4. Ability to compose, type, and copy correspondence, reports, bulletins, newsletters, records, and other materials.
5. Ability to obtain, gathers, and organize pertinent data as needed.
6. Ability to maintain an orderly and accurate filing system.
7. Ability to schedule appointments and assemble material for meetings.
8. Ability to assist in planning meeting agendas, and assist in preparing meeting summaries.

9. Ability to distribute office passes and notes as directed.
10. Ability to assist in the supervision and training of employees.
11. Ability to assist with hiring substitutes, record staff absences, and submit staff reports to the principal and district offices
12. Ability to collect, report and deposit money received by the office.
13. Ability to prepare financial reports.
14. Ability to organize and oversee enrollment.
15. Ability to place orders for materials, verify quantities delivered and distribute to staff.
16. Ability to maintain and update school bell system.
17. Ability to coordinate all aspects of graduation.
18. Ability to perform accounting tasks associated with all PREK-6 activity funds.
19. Ability to prepare all handbooks.
20. Ability to communicate with auditor in regarding to student enrollment.
21. Ability to call students to the office and assist them with problems, such as lockers.
22. Ability to maintain and submit a daily log of school hours completed.
23. Ability to supervise student office aides.
24. Ability to handle multi-line telephone system.
25. Ability to keep current on new information, innovative ideas and techniques.
26. Ability to adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
27. Ability to organize and oversee emergency substitute folder procedures and prepare for their arrival each morning.
28. Ability to perform other duties as assigned by the Principal.
29. Ability to update and maintain online tools for patrons (internet, newsletter, announcements, etc.).

30. Ability to use online banking tools (bank accounts, sales online taxes, etc).
31. Contact copier repairman.
32. Mail bills every quarter for unpaid fees.
33. Assist with principal's report.
34. Ability to coordinate and maintain bus schedules.
35. Assist transportation director with bus routes and schedules.
36. Ability to prepare daily attendance and lunch count for director of food services.
37. Ability to update student operating system.
38. Ability to perform nursing task for student and staff in absence of school nurse.
39. Ability to assist local entities with activities in community.
40. Assist director of technology with preparation of morning announcements.
41. Update student transportation and calculate mileage for state reports.
42. Stock and maintain office/teacher supplies.
43. Assist with the end of the year checkout process for staff.

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.