

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **BHS HEAD SECRETARY**

SUPERVISOR: Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Computer skills
3. Working knowledge of office equipment
4. Telephone skills
5. Ability to manage regular office routines
6. Good verbal and written communication skills
7. Neat, responsible, punctual, dependable
8. Must respect confidentiality
9. Willing to learn, accept change, be creative, be a self-starter
10. Be sensitive to needs of students and be able to relate well with students & staff
11. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:

1. Provide office and clerical support to the principal and staff to ensure the smooth operations of the High School.
2. Maintain and distribute student transcripts in order to document student academic course work.
3. Document credits from other schools so the students receive accurate credit for course work.
4. Coordinate all aspects of Academic Banquet and Graduation (i.e., location, diplomas) to ensure that the event runs smoothly.
5. Compose, read, file, record, and route incoming mail and/or messages for the purpose of effective communication within the building.
6. Prepare outgoing mail and notices for the purpose of maintaining communications with parents and the community.
7. Maintain school inventory: issue requests for equipment maintenance for the purpose of keeping the school stocked and in good repair.
8. Assist with supervision of clerks for the purpose of maintaining a cohesive work environment.
9. Prepare information and statistical reports as required for the purpose of complying with state and local regulations.
10. Prepare student grade cards, teacher reports and senior reports at various times of the year.
11. Assist in preparing weekly Delinquent and Ineligible list.
12. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
13. Evaluate and care for students with illness or injury (provide basic first aid until parents decide appropriate action) in the absence of the School Nurse. Contact School Nurse and parents according to health policies, document all actions taken in the health room and make appropriate reports as directed by the School Nurse to remain in compliance.
14. Ensure documentation of medication and maintain, dispense, and secure all student medication according to policy for medication administration in the absence of the School Nurse to remain in compliance.
15. Attend the district-provided CPR/Basic First Aid class every two years to maintain CPR certification.
16. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

17. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Must be able to work in noisy and crowded environments
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013