

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **BHS SECRETARY / BOOKKEEPER**

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. Basic math skills
6. Ability to manage regular office routines
7. Good verbal and written communication skills
8. Neat, responsible, punctual, dependable
9. Must respect confidentiality
10. Willing to learn, accept change, be creative, be a self-starter
11. Be sensitive to needs of students and be able to relate well with students & staff
12. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:

1. Process all high school purchase requisitions (Activity Fund and district requisitions) for the purpose of acquiring supplies and equipment, registrations, uniforms, entry fees, etc.
2. Collect all fees and process refunds for the purpose of maintaining accountability of school funds.
3. Receipt and deposit all money collected from clubs and classes, and pay all bills in order to account for purchases.
4. Run monthly reports and transfer money to the school district Business Department for the purpose of maintaining oversight of all funds.
5. Sell items including but not limited to prom tickets, yearbooks and musical tickets for the purpose of supporting the district's products and activities.
6. 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.
7. 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.
8. Attend the district-provided CPR/Basic First Aid class every two years to maintain CPR certification.
9. 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.
10. 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