

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **SUBSTITUTE SCHOOL SECRETARY**

SUPERVISOR: Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Telephone skills
3. Good verbal and written communication skills
4. Neat, responsible, punctual, dependable
5. Must possess respect for confidentiality
6. Be sensitive to needs of students and be able to relate well with students & staff

ESSENTIAL FUNCTIONS:

1. Answer the telephone and route incoming calls, or take messages as needed.
2. Greet visitors; ascertain nature of business, and direct visitors to appropriate locations in order to provide appropriate public relations.
3. Route incoming mail and/or messages for the purpose of effective communication within the building.
4. 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.
5. Ensure documentation of medication and dispense, and secure all student medication according to policy for medication administration to remain in compliance.
6. Help with lunchroom duties as needed.
7. 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.
8. 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.

TERMS OF EMPLOYMENT: At will

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

APPROVED: 5/13/2013