

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

**POSITION TITLE: ELEMENTARY 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. Demonstrate ability to manage regular office routines
6. Good verbal and written communication skills
7. Must be neat, responsible, punctual, dependable
8. Must possess respect for 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. Keep records and disseminate information regarding student fees and provide information to the District Business Department for the purpose of accountability for each school.
2. Maintain student cumulative records to monitor student progress.
3. Compose, read, file, record and route incoming mail and/or messages for the purpose of effective communication within the building.
4. Prepare outgoing mail, notices and bulletins for the purpose of maintaining communications within the community.
5. Provide office and clerical support to the principal and staff to ensure the smooth operation within the elementary office.
6. Greet visitors, ascertain nature of business, and direct visitors to appropriate locations in order to provide appropriate public relations.
7. Compile data and prepare statistical reports in order to provide accurate information for each school.
8. Maintain monthly substitute teacher records documenting teachers' attendance for the purpose of payroll continuity.
9. Write receipts and deposit funds collected, reconcile bank statements and submit monthly reports to the district office on timely basis.
10. Maintain school activity calendar and process facility use requests for the purpose of maintaining accountability of building use.
11. Maintain school inventory; manage requisitions; monitor supplies; issue requests for equipment maintenance for the purpose of maintaining accountability of supply usage within the school.
12. Attend the district-provided CPR/Basic First Aid class every two years to maintain CPR certification.
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 to remain in compliance.
15. 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.

16. 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: 7/11/2016