

GODDARD USD 265
CLASSIFIED JOB DESCRIPTION

POSITION: GHS Secretary

RESPONSIBLE TO: Building Principal

EVALUATED BY: Building Principal

TERMS OF EMPLOYMENT: Classified Position
Hourly Rate of Pay

PURPOSE OF POSITION: Provide Secretarial support and coordinates efficient operation of the high school office; deals with public, internal business; office management, scheduling and development of records and reports.

ESSENTIAL DUTIES:

1. Operates office equipment and machines including, but not limited to, computers, typewriter, adding machine, calculators, copy machines, intercom system; printer, fax machine, laminator; keeps records; and district office procedures.
2. Develops reports, compiles data, and files student statistical reports as required including, but not limited to, enrollment, attendance, discipline conferences; devises necessary report forms as required.
3. Reads, files, records and routes incoming mail and / or messages. Locates and attaches appropriate file to correspondence to be answered by supervisor.
4. Prepares outgoing mail, composes and types routine correspondence.
5. Works with students and staff as required including, but not limited to, scheduling and disseminating information on events.
6. Answers telephone and gives information to callers or routes calls and places outgoing calls.
7. Greets visitors, ascertains nature of business, and directs or conducts visitors to appropriate location.
8. Back up for attendance secretary and receptionist when absent.
9. Organize athletic contracts.
10. Prepare athletic rosters.
11. Maintain register for KSHSAA.
12. Maintain record of athletic and activity physicals.
13. Prepare and type eligibility information.
14. Prepare programs for athletic events.
15. Assist with updating online calendar.
16. Other duties as assigned by administration.

OTHER JOB DUTIES (Others may be assigned):

1. Provides information to the public.
2. Participates in staff development training.
3. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.

REQUIRED QUALIFICATIONS:

A high school diploma or its equivalent. Needs to have appropriate previous work experience. Must demonstrate skills including, but not limited to, typing, transcription, word processing, computer expertise, manual filing and organizational abilities. Complete district training programs for first aid, CPR, and AED certification.

ATTENDANCE REQUIREMENTS:

A forty (40) hour workweek will be required. Sick and vacation allowances are included in the district policy.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS:

1. Manages all job duties with the mobility, agility, dexterity, and focused observation it takes to meet standards of performance.
2. Moderate environmental conditions and noise levels.
3. Prolonged periods of sitting.
4. Must demonstrate ability to work in environment with many distractions and job interruptions.

PERFORMANCE STANDARDS / EVALUATION:

1. Must support district mission, goals and objectives.
2. Must meet standards in a time sensitive manner as determined by building principal.
3. Must demonstrate strict confidentiality pertaining to students, parents, teachers, administration or employees of USD 265.
4. Must demonstrate language arts and communications skills; sentence structure, spelling, punctuation, speaking, and the ability to handle routine and sensitive correspondence and communications.
5. Must perform essential functions with or without reasonable accommodations.
6. Must meet all safety requirements as directed by the district.
7. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.

I understand the job description that I have just read and can comply fully with all requirements with or without reasonable accommodations.

_____	____/____/____
Employee's Signature	Date
_____	____/____/____
Principal's Signature	Date