

Secretary - Superintendent

QUALIFICATIONS: 1. High school diploma or equivalency.
2. Two years of work experience on computers, office machines, and public relations.

REPORTS TO: Superintendent

JOB GOAL: To help streamline all areas of work in Central Office for a job well done.

PERFORMANCE RESPONSIBILITIES:

1. Regular attendance and punctuality are essential functions of the job.
2. Greets patrons, answers phone, and directs both appropriately.
3. Distributes mail - both incoming and outgoing.
4. Manages correspondence, etc. for the Superintendent.
5. Compiles district figures by building - QPA related and state reports.
6. Collects and reports monthly district enrollment figures by building.
7. Maintains an up-to-date job application file.
8. Maintains all personnel files and updates as required.
9. Maintains negotiation data files, including salary schedules for all employees - certified and classified.
10. Develops appropriate district level and building level forms and duplicates as needed.
11. Acts as back up for other office personnel as needed.
12. Prepares the yearly district calendar and administers various scholarship communications and payments.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in the Board policy on *Evaluation of All Classified Personnel*.

ESSENTIAL FUNCTIONS OF THE JOB:

- Typing
- Use of various computer programs
- Record keeping
- Bookkeeping
- Writing correspondence
- Using office equipment (copiers, adding machines, printers, etc.)
- Recording and relaying messages
- Ability to work with others
- Ability to work independently without supervision

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.

(BOE Revision: 8/13/2012)

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