

ELEMENTARY SECRETARY JOB DESCRIPTION

PURPOSE: The Elementary Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Elementary Secretary works closely with the staff and administration of U.S.D. No. 413.

RESPONSIBLE TO: Principal

PAYMENT RATE: Set by Board of Education

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Health and inoculation certificate on file in the Central Office (after employment offer is made).
3. Experience as a secretary.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs.
6. Desire to continue career improvement.

ESSENTIAL FUNCTIONS:

1. Must work well with the public and kids.
2. Must be able to multitask.
3. Provide office and clerical support to assist with the efficient operation of the school.
4. Ensure that all activities conform to district guidelines.
5. Communicate effectively with members of the school district and community.
6. React to change productively and handle other tasks as assigned.
7. Appropriately operate all equipment as required.
8. Support the value of an education.
9. Support the philosophy and mission of U.S.D. No. 413.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, bending, and reaching.
4. Must work in noisy and crowded environments.

GENERAL RESPONSIBILITIES:

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Screen and route incoming mail.
3. Compose, type, and copy correspondence, reports, bulletins, records and other materials.
4. Obtain, gather, and organize pertinent data as needed.
5. Maintain an orderly filing system.
6. Schedule appointments and assemble material for meetings.
7. Assist in planning meeting agendas and assist in preparing meeting summaries.

8. Maintain accurate attendance records, and report attendance problems to the Principal.
9. Call parents to confirm absences.
10. Distribute office passes and notes as directed.
11. Maintain and submit a daily log of school hours completed.
12. Order, receive, and distribute supplies.
13. Administer first aid to ill/injured students in the absence of the school nurse according to school policy.
14. Supervise and assist in training new office employees.
15. Place orders for materials, verify quantities delivered, and distribute to staff.
16. Keep abreast of new information, innovative ideas and techniques.
17. Adhere to all district health and safety policies, including all precautions of the bloodborne pathogens exposure control plan.
18. Assist with scheduling substitutes, record staff absences, and submit staff reports to the Principal.
19. Maintain accurate student cumulative records.
20. Assist with enrollment.
21. Collect and report enrollment fee money received by the office.
22. Other duties as assigned by the principal.

Please go to: <https://chanute.tedk12.com/hire/index.aspx>

Click on the “Apply” button next to the position you want to apply for.

If this is your first time applying for a position at USD 413, Chanute Public Schools, you will need to register. Under “I am a new applicant” you will see a button “Create New Account and Apply”, click on this button to create your an account.

Once you have registered you are in the system. When the time comes that you would like to apply for a different position, all you have to do is login and you are good to go. Once logged in you also have the ability to make changes your application if you would like to.