

# **USD 416 Work Agreement**

## **Elementary Head Secretary**

**TITLE:** Elementary Head Secretary

**PURPOSE AND OBJECTIVES OF THE POSITION:** The elementary head secretary coordinates office clerical support to assist with the efficiency of the school district. To accomplish these tasks, the elementary head secretary works closely with the staff and administration of the district.

**RESPONSIBLE TO:** Principal

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

**ESSENTIAL JOB FUNCTIONS:**

1. Ability to coordinate office and clerical support to assist with the efficient operation of the school district and maintain confidentiality.
2. Ability to ensure that all activities conform to USD 416 guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of USD 416.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

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, with customer service skills (positive people skills with phone and face-to-face encounters).
4. Demonstrate typing and filing skills.
5. Experience in using various computers and computer programs, including word processing, database, spreadsheet and desktop publications.
6. Knowledge of various office machines and telecommunications equipment.
7. Desire to continue career improvement by enhancing skills and job performance.

**JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

(Place(s) where work is performed): elementary office

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue
2. Must occasionally work in noisy and crowded environments, with numerous interruptions
3. Must be able to handle multiple tasks at one time efficiently and courteously.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

**EQUIPMENT** (Machines, devices, tools, etc. used in job performance):

Laminator, die cut machine, bindery machine, computers, telephone, postage meter, copier

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

1. Ability to coordinate and supervise office and clerical support.
2. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
3. Ability to screen and route incoming mail.
4. Ability to mail correspondence, and inserts.
5. Ability to compose, type, and copy correspondence, reports, bulletins, records, and other materials.
6. Ability to obtain, gather, and organize pertinent data putting it into functional form.
7. Ability to take and transcribe oral dictation (if required).
8. Ability to maintain an orderly filing system, including confidential files.
9. Ability to schedule appointments, make travel arrangements and assemble materials for meetings.

10. Ability to assist in planning meeting agendas, and assist in preparing meeting summaries.
11. Ability to collect, report, and deposit money received by the Elementary Office.
12. Ability to assist in preparing financial reports.
13. Ability to assist with enrollment.
14. Ability to coordinate the Parent Teacher Conference schedule.
15. Ability to maintain accurate student cumulative folders.
16. Ability to maintain accurate attendance records, and report attendance problems to the Principal.
17. Ability to contact parents to confirm absences.
18. Ability to distribute office passes and notes as directed.
19. Ability to maintain and submit a daily log of school hours completed.
20. Ability to check and file lesson plans.
21. Ability to assist with scoring and reporting achievement results.
22. Ability to report honor roll each quarter.
23. Ability to assist with preparing student awards and organizing the end of the year awards assembly.
24. Ability to assist with the preparation of the yearbook.
25. Ability to schedule school pictures and re-takes.
26. Ability to maintain an accurate inventory of student books and teacher materials.
27. Ability to order, receive, and distribute supplies.
28. Ability to administer first aid to ill/injured students in the absence of the school nurse according to school policy.
29. Ability to assist in the hiring, supervision, and training of employees.
30. Ability to assist with hiring substitutes, record staff absences, and submit staff reports to the Principal.
31. Ability to place orders for materials according to the current budget, verify quantities delivered, and distribute to staff.

32. Ability to keep current on new information, innovative ideas and techniques.
33. Ability to keep student and personnel information records confidential.
34. Ability to observe and follow all school district policies at all times.
35. Ability to respond to information requests in a cooperative, courteous, and timely manner.
36. Ability to perform and follow all USD 416 health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
37. Ability to perform other duties and assume other responsibilities as assigned by the Principal.

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.