

USD 416 Work Agreement

Elementary Attendance/Cashier

TITLE: Elementary Attendance/Cashier Secretary

PURPOSE AND OBJECTIVES OF THE POSITION: Provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the elementary attendance/MT3 secretary works closely with the staff and administration of USD 416.

RESPONSIBLE TO: Principal and head elementary secretary

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

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide office and clerical support to assist with the efficient operation of the school district.
2. Ability to ensure all activities conform to District 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 the District.

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. Two years' experience as a secretary.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

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

- Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
- Must occasionally work in noisy and crowded environments, with numerous interruptions.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports				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 perform the usual office practices associated with a productive, smoothly run office.
2. Ability to type, file and reproduce materials for administrative or instructional use, etc.
3. Ability to place and receive phone calls.
4. Ability to work with data in student management system.
5. Ability to maintain school breakfast/lunch program and lunch cards according to regulations.
6. Responsible for money coming in and out (lunch money).
7. Ability to complete the daily deposit.
8. Ability to assist students, teachers, principals, and other staff members whenever possible.
9. Ability to maintain accurate attendance records, and report attendance problems to principals.
10. Ability to call parents to confirm absences.
11. Ability to maintain and submit a daily log of school hours completed.
12. Ability to assist with enrollment
13. Ability to observe and follow all school district policies at all times.
14. Ability to keep student and personnel information and records confidential.
15. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Ability to perform other duties and assume other responsibilities assigned by the Secretary to Principal and Principal.

TERMS OF EMPLOYMENT: At will.

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