

USD 416 Work Agreement

Middle School Secretary

TITLE: Middle School Assistant Secretary

PURPOSE AND OBJECTIVES OF THE POSITION: The middle school assistant secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the middle school assistant secretary works closely with the staff and administration of the district.

RESPONSIBLE TO: Principal and Head/Principal's 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, and 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. Demonstrated typing and filing skills.
4. Experience in using various computers and computer programs.
5. Desire to continue career improvement by enhancing skills and job performance.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): secondary school building 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.

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):

Computers and peripherals, telecommunications equipment, copier, fax machines and intercom.

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

1. Responsible for money coming in and out (lunch, gate money).
2. Ability to maintain accurate attendance records, and report attendance problems to the assistant principal, principal, and the district attorney.
3. Ability to contact all parents to confirm absences and notify when absences are excessive.
4. Ability to prepare homework requests for absent/suspended students.
5. Ability to screen visitors and telephone calls, directing them to the appropriate person/ department.
6. Ability to screen and route incoming mail.
7. Ability to assist with newsletter, reports, records, sports rosters, purchase orders and other materials. (Microsoft WORD, Microsoft EXCEL)
8. Ability to obtain, gather, and organize pertinent data as needed.

9. Ability to work with data in student management system.
10. Ability to assist with attendance, admit slips, tardies, etc.
11. Ability to maintain Friday night school attendance on computer.
12. Ability to complete the daily deposit.
13. Ability to assist with maintenance of an orderly filing system.
14. Ability to schedule appointments and assemble material for meetings.
15. Ability to distribute office passes and notes as directed.
16. Ability to call students to the office and assist them with problems, such as lockers, etc.
17. Ability to administer first aid to ill/injured students in the absence of the school nurse according to school policy.
18. Ability to prepare homework requests for absent/suspended students.
19. Ability to assist with maintenance of student cumulative folders.
20. Ability to observe and follow all school district policies at all times.
21. Ability to respond to information requests in a cooperative, courteous, and timely manner.
22. Ability to keep student and personnel information and records confidential.
23. Ability to assist principal with substitute teachers, record staff absences and submit staff absence reports to the Principal.
24. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Ability to assist Principal and secretaries with duties and responsibilities as needed.
26. Ability to perform other duties and assume other responsibilities as assigned by the Principal or Head/Principal's secretary.

TERMS OF EMPLOYMENT: At will.

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