

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Treasurer – Deputy
Reports to: Superintendent
Approved By: Board of Education Approval Date: June 9, 2020

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Process payroll.
2. Be responsible for maintaining records on all school personnel:
 - a. Maintain a copy of postings of personnel positions.
 - b. Ensure that all teachers are properly certified. Send reminders to teachers when licenses are about to expire.
 - c. Ensure that all teacher files include up-to-date transcripts.
 - d. Ensure that certified experience records are on file for each teacher are updated annually.
 - e. Prepare packets for new employees.
 - f. Compute and process all contracts and revisions of contracts.
 - g. Maintain an up-to-date list of available and approved substitute personnel.
 - h. Maintain certified staff seniority lists.
 - i. Prepare award documents, presentations, and secure awards for the end of the year program.
3. Secretary to Superintendent.
4. Office receptionist.
5. Type documents as assigned.
6. Complete and file appropriate State Reports.
7. Operate a computer, copier, postage meter, binding machine, and other equipment as made available by the School District.
8. Maintain paperwork for transfer students.
9. Ensure a copy of all state reports is maintained in the Corporation office or file center.
10. Be responsible for insurance and insurance-related items.
 - a. Distribute corporation/staff cost sheet.
 - b. Assist staff with insurance questions.
 - c. Calculate monthly billing for health, life, and disability insurance.
 - d. Prepare vouchers for all supplement insurance plans.
11. Maintain Worker's Compensation records.
12. Process outgoing mail, open and distribute incoming mail.
13. Be the point of contract for transportation-related items;
 - a. Assist individuals in obtaining a CDL license.
 - b. Maintain records for bus drivers.
 - c. Update bus information online.
 - d. Complete license/registration for new vehicles.
14. Maintain a positive relationship with other staff, parents, and students.
15. Develop a statement for the use of facilities, including facility and personnel costs.
16. Perform other duties as assigned by Superintendent.