USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SECRETARY - EARLY CHILDHOOD CENTER**

SUPERVISOR: Director of Early Childhood

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Demonstrate ability to manage regular office routines.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Maintain and update Crisis Plan Notebook and Staff Handbook for the purpose of keeping current for each school year.
2. Keep records and disseminate information regarding student fees and provide information to the District Business Department for the purpose of accountability for each school.
3. Maintain student cumulative records for the purpose of documenting student progress.
4. Compose, read, file, record and route incoming mail and/or messages for the purpose of effective communication within the building.
5. Prepare outgoing mail, notices and bulletins for the purpose of maintaining communications within the community.
6. Assist with preparation of student handbook for the purpose of maintaining current information for the upcoming school year.
7. Provide office and clerical support to the Coordinator and staff to ensure the smooth operation in the Early Childhood Office.
8. Greet visitors, ascertains nature of business, and directs visitors to appropriate location in order to provide appropriate public relations.
9. Compile data and prepare statistical reports in order to provide accurate information for each school.
10. Maintain payroll records of teachers' attendance and process time cards for educational support staff for the purpose of payroll continuity.
11. Maintain school activity calendar to keep the community informed of ongoing activities.
12. Maintain school inventory; manage requisitions; monitor supplies; issue requests for equipment maintenance to maintain accountability of supply usage within the school.

13. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
14. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

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

APPROVED: 07/21/2008