USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SECRETARY - HIGH SCHOOL CASHIER/BOOKKEEPER**

SUPERVISOR: Principal

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. Basic math skills.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Process all high school purchase requisitions for the purpose of acquiring supplies and equipment.
2. Collect all fees and process refunds for the purpose of maintaining accountability of school funds.
3. Receipt and deposit all money collected from clubs and classes, and pay all bills in order to account for purchases.
4. Run monthly reports and transfer money to the school district Business Department for the purpose of maintaining oversight of all funds.
5. Sell items including but not limited to prom tickets, yearbooks and athletic passes for the purpose of supporting the district's products and activities.
6. 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.
7. 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