USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **HIGH SCHOOL SECRETARY**

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. 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. Provide office and clerical support to the principal and staff to ensure the smooth operations of the High School.
2. Compose, read, file, record, and route incoming mail and/or messages for the purpose of effective communication within the building.
3. Prepare outgoing mail, notices and weekly bulletins for the purpose of maintaining communications with parents and the community.
4. Assist with preparation of student and staff handbooks and newsletters for the purpose of maintaining current information for the year.
5. Maintain school inventory; manage requisitions, and issue requests for equipment maintenance for the purpose of keeping the school stocked and in good repair.
6. Assist with supervision of clerks for the purpose of maintaining a cohesive work environment.
7. 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.
8. 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