USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SECRETARY - INFORMATION SERVICES**

SUPERVISOR: Director of Information Services

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Knowledge of key computer components and operation, computer operating systems, network environments and the Internet.
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. Generate and print all requested State and Federal reports for the purpose of remaining current with all State and Federal laws.
2. Orient and instruct staff on how to use and integrate technology for the purpose of keeping the district staff on the cutting edge of technology.
3. Order all consumables for the Technology Department for the purpose of ensuring that the department has the material to assist the district.
4. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
5. 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.
6. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must be able to work independently without continuous supervision.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

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

APPROVED: 07/21/2008