USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **LEARNING SERVICES DEPARTMENT SECRETARY**

SUPERVISOR: Assistant Supt. for Personnel and Learning Services

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 Assistant Superintendent for Personnel and Learning Services to ensure the smooth operations of the Learning Services Department.
2. Coordinate and direct efficient operation of incoming calls and take detailed messages in order to provide appropriate public relations.
3. Be knowledgeable regarding district rules, regulations and policies in the area of Learning Services for the purpose of ensuring that the correct information is being communicated to the public.
4. Gather information to compile reports for Learning Services for the purpose of ensuring that information is accurate and timely.
5. Attend meetings and inservice presentations for the purpose of acquiring and/or conveying information relative to job functions.
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