USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SECRETARY - OPERATIONS DEPARTMENT**

SUPERVISOR: Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Must have communications skills (reading, writing, speaking, telephone, and interpersonal.)
3. Must be able to operate all office equipment.
4. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Provide Operations Department with general secretarial and office support to ensure effective and efficient communication with department personnel, school district staff, parents, and patrons.
2. Process all aspects of the work order system so that work requests are properly documented.
3. Efficiently document and process timecards in order that they are delivered to payroll in a timely manner.
4. Prepare and process requisitions and purchase orders to ensure the timely ordering and receiving of school district equipment and supplies.
5. Communicate effectively and work cooperatively with school district staff and community members to ensure a effective work environment.
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:

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
3. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
4. Requires stooping, bending, and reaching.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

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

APPROVED: 07/21/2008