# KIRKWOOD SCHOOL DISTRICT

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| **Employee's Job Title** | SCHOOL SECRETARY II |
| **Pay Grade** | Support Staff Salary Pay Grades |
| **FLSA Status** | Non-Exempt |
| **Reports To** | Principal<br>Assistant Principal |
| **Job Purpose** | Provide secretarial and administrative support to building staff, maintain ~~personnel~~ ~~files~~ ~~and~~ school records, arrange meetings and compiles reports to ensure effective school administrative operations for the Kirkwood School District. |
| **Education and experience requirements including training, registration, licensure and accreditation** | Graduation from high school or equivalent. One or more years equivalent or related experience. Knowledge of basic office equipment and computer skills required. |
| **Physical effort required to achieve the functions of the job** | Work effectively at a computer, typewriter, or calculator for up to eight hours per day. Has finger dexterity to enter data quickly and accurately. Must have precise hand-eye coordination. Able to occasionally lift and carry up to 10 pounds. Must be able to sit for extended periods of time. Regular attendance is a necessary and essential function. |
| **Mental effort required to achieve the functions of the job** | Establishes and maintains effective relationships with students, staff, and community. Must be able to communicate clearly both verbally and in writing. Must be able to effectively organize and prioritize work. Able to give and follow written and oral instructions. Must concentrate on multiple tasks simultaneously. Ability to work independently. Ability to maintain strict confidentiality. Ability to perform basic mathematical calculations accurately. Remains calm, uses good judgment, and thinks quickly and rationally in difficult or stressful situations. Ability to make responsible decisions on behalf of the students, staff, and community. Create a pleasant and welcoming office environment. |
| **Working environment** | General office conditions. |
| **Tools and equipment used on the job** | Computer, copy machines, calculator, fax machine, scanner, telephone, printer, and general office equipment. |

### Essential Job Functions

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| | 1 | Provide secretarial and administrative support to students, staff and community; serve as a source of information for students, staff and community; type reports and memorandums; update and maintain files and records; provide liaison between administration and staff to ensure effective operations for the office. | 20 |
| | 2 | Manage budget spreadsheets; enter budget and requisitions into computer; keep records of financial transactions; manage deposits; monitor account balances; follow district budget guidelines; complete payroll paperwork for staff; order supplies and keep an inventory in order to maintain an accurate, efficient and compliant school budget for the Kirkwood School District. | 20 |
| | 3 | Answer, direct, record and return phone calls; schedule appointments and meetings; maintain facility use schedule; provide information to callers in order to facilitate office operations and provide key information to the community. | 20 |
| | 4 | Provide requested information to students, staff, and community; assist students with late sign-ins and tardy procedures; collect permission slips and money as needed; deliver messages and items to students and staff; supervise students brought to office; assists nurse with ill or injured students in order to facilitate the operations of the entire school. Maintain school website; update and post information; create and distribute flyers, newsletters and other information. | 15 |
| | 5 | Utilize district software to create and maintain class schedules; register students; assign students to classes; transfer and adjust schedules as needed; maintain student records. Assist in the creation and dissemination of student report cards; coordinate deadline dates with teachers; print and mail report cards to ensure student information is disseminated properly. | 15 |
| | 6 | Coordinate daily substitute teacher assignments; greet and direct substitute staff; approve absences; minimize unnecessary substitute staff assignments where appropriate; greet and direct substitute teachers and visitors in order to provide effective liaison between school and central office or community. | 10 |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. But that the essential functions include but are not limited to the above and other job functions may be assigned by supervisor/administrator. The administration retains the right to add or change duties at any time without prior notification as needed. This job description is not intended to create a contract of employment or to change an employee's "at-will" employment status.