



Job Description  
**BUILDING SECRETARY**  
Classified

**Position Goal:** The Building Secretary provides office and clerical support to assist with the efficient operation of the school building. To accomplish these tasks, the Building Secretary works closely with the staff and administration of USD 231.

**Preferred Qualifications:**

- High school diploma or equivalent
- Experience in providing professional front office support
- Excellent interpersonal, critical thinking and problem solving skills
- Excellent communication, customer service and teamwork skills
- Health and Inoculation Certificate on file in the District Office (post-employment offer)
- Desire to continue career improvements by enhancing skills and job performance

**Reports to:** Building Principal

**General Responsibilities:**

- Provide office and clerical support to assist with efficient operation of school building
- Ensure that all activities conform to District guidelines
- Able to work effectively with diverse individuals and groups
- Able to remain calm and composed in difficult or sensitive situations
- Communicate effectively with members of the community and District
- React to change productively and handle other tasks as assigned
- Appropriately operate all equipment as required
- Multi-task and prioritize a variety of activities/responsibilities
- Keep information and records confidential
- Implement and follow all district health and safety policies
- Support the value of an education
- Support the philosophy and mission of USD 231
- Perform other duties and assume other responsibilities as assigned by the principal or other administrative staff

**Essential Duties and Responsibilities:**

- Screen visitors and telephone calls, directing them to the appropriate person
- Compose, type and copy correspondence, reports, bulletins, records and other materials
- Obtain, gather and organize pertinent data as needed
- Provide payroll data to the business office as scheduled
- Assist with recording keeping and maintain an orderly record keeping/filing system
- Assist in planning meetings agendas and in preparing meeting summaries
- Maintain accurate student attendance records and report attendance issues to the principal
- Call parents to confirm attendance
- Distribute office passes and notes as directed
- Maintain an accurate inventory of student books and teacher materials
- Open, sort and distribute incoming correspondence, including faxes
- Accept, log and assist with all other deliveries to building
- Assist with other clerical duties such as photocopying, faxing and collating

- Administer first aid and medication to students in absence of the school nurse/health aide
- Keep a clean, orderly and organized work area
- Other duties as assigned by the principal or lead secretary

**Physical Requirements/Environmental Conditions:**

- Work in noisy and crowded environments
- Good physical agility which requires the following:
  - Bending
  - Stooping
  - Turning
  - Kneeling
  - Prolonged sitting
  - Standing
  - Walking
  - Reaching
- Physical exertion to manually move, lift, carry, or pull heavy objects or materials up to 30 pounds and push materials up to 50 pounds

**Terms and Benefits:**

- At will employment
- Non-exempt status
- Work terms and fringe benefits per Classified Employee Handbook and Board of Education Policy
- Rate of pay commiserate with education and experience
- Work days per Building Secretary specific calendar
- Evaluation per USD 231 Board of Education Policy
- KPERs retirement plan

**Revised:** December 2015

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution