

School Secretary II

DEPARTMENT:	Various	REPORTS TO:	Principal or Assistant Principal
WORK SCHEDULE:	Varies (10 months/12 months)	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-Exempt

Position Description

Assist school leadership (e.g., principal, assistant principals) with office operations. Provide daily administrative support aligned with school needs. Communicate with school, district, and community audiences via email, telephone, virtual meetings, and in person. Maintain responsibility for school office projects. Assist students, staff, and community for the school as required to ensure professional office operations, serving as a frequent front-line school representative delivering customer service to many audiences. Maintain confidentiality regarding sensitive topics to protect staff and student privacy.

Task Title	Essential Job Functions	Percent of Time Spent
Administrative Support	• Interpret district policies related to the school and implement them to support effective office operations. • Create a welcoming, service-oriented atmosphere to assist staff, students, and community in the school. • Collect and verify data and enter into district databases. • Prioritize requests and prepare, process, compile, verify, and distribute records, files, and reports. • Schedule meetings and manage appointments. • Stay current on district initiatives, offer input, and plan school projects accordingly. • Support the effective operations of the school office or school program.	30%
Communications Management	• Serve as a source of information to students, staff, and community. • Answer, direct, initiate, and log telephone calls. Respond to emails. • Compile and update school calendars and facility use schedule, and coordinate logistics. • Maintain school website by updating and posting new information. • Create and distribute flyers, newsletters, and other information. • Deliver messages and items to students and staff. • Collect, organize, compile, and disseminate all required information to students, staff, and the community to ensure accurate and current communications with district community	30%

Task Title	Essential Job Functions	Percent of Time Spent
	(including in-person visitors as well as phone and email communications).	
Student Data Collection and Reporting	• Assist students with late sign-ins and tardy procedures. • Collect permissions slips and money as needed. • Utilize district software to create and maintain class schedules, register students, assign students to classes, and transfer them or otherwise adjust schedules as needed. • Maintain student records. • Assist in the production and dissemination of report cards.	15%
Management of School Office Operational Needs	• Make decisions and manage the school office to ensure effective and efficient office operations for the district. • Seek innovative solutions to improve office functionality. • Plan events. • Collect input, research, test, and recommend office operations upgrades, programs, and process changes. • Collaborate with other buildings and departments. • Verify and process payroll records for staff. • Maintain school budget spreadsheet aligned with district guidelines, and record budget and requisitions into appropriate system. • Record financial transactions, manage deposits, monitor account balances, and collect fees when appropriate. • Identify, research, recommend, organize, and prioritize school budget needs to ensure that goals are met within budget guidelines for efficient fiscal management for the Kirkwood School District. • Order office supplies and maintain an inventory for accuracy, efficiency, and compliance with the overall district budget. • Supervise students brought to office. Assist with student supervision in other areas of the building or school grounds as needed.	15%
Coordination of Substitute Teachers	• Coordinate daily substitute teacher assignments. • Greet and direct substitute staff. • Approve absences, manage scheduling of substitutes, and minimize duplicative assignment of staff where appropriate.	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** Budgeting, Directing, Orienting or onboarding, Scheduling, Approving timecards or time off requests

- **Budget Signing Authority:** \$58,000 budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** High School Diploma or GED
- **Previous Work-Related Experience:** One or more years of related experience.

Preferred

- **Education:** Two-year college or technical degree or equivalent coursework from an accredited institution, or equivalent work experience.

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
 - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
- **Intermediate:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming (Microsoft Office products such as Word, PowerPoint, and Excel; mobile devices, use presentation equipment such as monitors and projectors on or off a network, printer/copier).
- **Expert:**
 - Administrative: Administrative and office procedures, functions, and basic office tasks.
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active learning, Active listening, Coordination, Reading comprehension, Social perceptiveness, Time management

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Critical thinking, Persuasion, Service orientation, Speaking, Troubleshooting, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex problem solving, Judgment and decision making, Learning strategies, Management of financial resources, Management of material resources, Mathematics, Monitoring
- **Rarely (Less than 1 hour or 12% of the day):** Equipment maintenance, Equipment selection, Installation, Instructing, Management of personnel resources, Negotiation, Operation and control, Systems analysis, Systems evaluation

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing, Color Vision Sitting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):**
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching, Repetitive motion, Standing, Walking
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Crawling, Crouching/Kneeling, Pulling/Pushing

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 8, 2024