KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
August 14, 2026/November 2, 2026

2026-27

Job Title:	Head Secretary II	Salary:	$28.02/hr
Reports To:	Building Administrator	Range:	10
Location:	Tebughna School Tyonek, Alaska	Hrs/Day: # of Days:	7 hrs/day 199

JOB PURPOSE: To provide comprehensive routine and specialized administrative and secretarial support for a school and to direct and collaboratively coordinate the workflow and activities processed through the school.

Duties, Responsibilities, and Accountabilities:

1. Secretarial Support: Performs secretarial and clerical duties such as correspondence, school newsletters, updating the school website, school calendars, social media posts, records, reports, processing daily mail, answering phones, and assisting with finding substitutes. Directs students, staff, and visitors to the appropriate individual for assistance. Performs research and compiles necessary information. Maintains school-wide inventories, including office supplies and equipment, including ordering. Assists principal with district Deadlines List and End of Year Checkout. Must be able to operate various office equipment, making minor repairs when necessary. Participates in safety drills and procedures.
2. Communication: Assists staff, students, and visitors, as appropriate, obtains information, and acts as a source of information for teachers, students, staff, and parents. Arranges meetings, responds to requests, and composes correspondence. Answers telephone and transfers call to appropriate parties. Obtains and provides information as appropriate.
3. Record Keeping: Performs secretarial/bookkeeping duties such as but not limited to processing payroll, pro-card statements, data entry, processing reimbursements, processing requisitions, reviewing and managing budget accounts including student activity funds, managing school gaming accounts, answering phone calls, emails, making bank deposits, and bank reconciliations. Responsible for processing procurement cards, purchase orders, pay without encumbrance, and balancing accounts. Manages, processes, and audits all school attendance. Maintains, processes, and audits all student records, including permanent records, enrollment information, student demographics, and transfers. Maintains all student attendance records and communicates with parents, teachers, and students regarding attendance. Initiates, processes, audits, and updates specific reports, records, and files, including but not limited to various student enrollment, discipline, and attendance records. Creates, updates, and maintains appropriate files and records. Ensures that required records and paperwork are handled efficiently, orderly, and confidential with consideration for long-term archiving, including current and past student schedules in the software program.
4. Teamwork: Works cooperatively with all staff, administrators, and other school district employees, students, parents, and visitors, volunteers with an emphasis on client service and satisfaction. Requires willingness to perform other related duties as situations require or as assigned, a strong sense of teamwork, and an ability to work cooperatively with others in a flexible environment.

Knowledge, Skills, and Abilities:

1. Requires office experience and knowledge of office functions and procedures.
2. Requires computer operating skills, including word processing, spreadsheets, presentations, web-based programs, email programs, and other database software.
3. Requires the ability to understand and prepare a variety of records and reports, including but not limited to letters, spreadsheets, newsletters, transcripts, and email.
4. Requires organizational skills and the ability to prioritize work.

5. Requires knowledge of the APECS, PowerSchool, and other programs used by KPBSD.
6. Requires knowledge of recordkeeping procedures and the ability to understand and compile information.
7. Requires the ability to use discretion with confidential data and tactfully handle sensitive situations.
8. Requires the ability to remain calm while working under stress and with continual interruptions, yet maintain a pleasant attitude with students, staff, and visitors.
9. Requires verbal and interpersonal skills to courteously and effectively obtain and provide the necessary information and communicate well with staff, students, parents, and visitors.
10. Requires general knowledge of KPBSD Parent/Student Handbook protocols and guidelines.

Language Skills: Ability to read and interpret professional journals, governmental regulations, school board policies, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence and publish newsletters and reports. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with various concrete variables in situations with limited standardization.

Other Skills and Abilities: Demonstrated ability to operate computers and related software, including publishing programs, Excel, and Office programs. Ability to learn new software programs successfully. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs., such as boxes of books and carts. Specific vision abilities this job requires include close vision, such as reading handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

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