

Pierz Independent School District #484 Job Description

Job Title: District Office Secretary

Department: District

Reports to: Business Manager

Effective Date: 9/12/2025

**Work Schedule: Non-Exempt position (Student Contact Days/Part-Time Summer)
(8hrs./day)**

Job Summary:

Experienced administrative professional skilled in providing comprehensive support to the finance department and the food and nutrition program. Ability to handle varied clerical functions while supporting the needs of the school and community.

Position Overview & Responsibilities

Food & Nutrition Program Support:

- Administer the student lunch software, including monthly menu updates, processing applications for free and reduced lunch, uploading MDE files, and maintaining accurate records for audits.
- Manage daily financial transactions by processing and depositing lunch payments, reconciling end-of-day reports and running summaries for breakfast and lunch.
- Conduct and maintain accurate training records for all food service employees to ensure compliance with annual requirements.
- Secure program funding by researching, writing and submitting grant applications.
- Collaborate with the MARSS Coordinator to manage the financial health of the Child Nutrition Program and maximize compensatory revenue.
- Assist in menu planning that adheres Federal and State regulations while prioritizing nutritional and appealing options for students. Coordinate publication and distribution of all school menus.
- Maintain inventory records for all food, supplies and equipment.
- Analyze and recommend price adjustments for breakfast and lunch programs, as well as a la carte items using the Paid Lunch Equity Tool system.
- Collaborate with parents and students to address special dietary needs, providing nutritional information and managing all required Special Diet Statements.
- Serve as a primary point of contact for the state during Nutrition Review and Audits, ensuring accurate reporting and seamless communication.
- Keep district administrators and kitchen staff informed of all changes and developments in USDA regulations.
- Attends relevant meetings and webinars to stay current on best practices and maintain high standards of service.
- Communicate program information to the community by maintaining and updating the school website with required Child Nutrition information.
- Serves as a backup for point of sale service as needed.

School Board Support

- Provides confidential secretarial support to the School Board.
- Coordinates activities associated with regular and special meetings, work sessions, public hearings, and other functions of the School Board in accordance with state and federal law.
- Prepares, distributes and posts all School Board materials including but not limited to

agendas, materials and packets in Google Workspace, all supporting written materials and the appropriate recording keeping and archiving system of said materials.

- Posts all District meetings in accordance with state statutes.
- Prepares minutes, files, posts, distributes and publishes as legally required.
- Completes all follow-up correspondence and details of School Board meetings. Update and maintain the School Board District page on the website.
- Serves as the Deputy Elections Clerk over school board elections.
- Attends required trainings to maintain election clerk certification.
- Administers filing election notices, candidate filing, ballot preparation, financial reporting, canvassing, and certification of election results.
- Administers absentee voting, hires election judges, prepares taxpayer mailings, equipping polling places, and maintaining election archives as required by state statutes.
- Attends state policies and regulations, state and local training sessions for election officials.
- Interprets and communicates election related policies and regulations to Board candidates, campaign committees, staff and the public.
- Maintains and updates District policy manual; presents policies with legislative changes and those requiring review to the Superintendent and School Board for approval; posts appropriate updates to the google workspace District policy file.
- Researches, gathers and/or compiles pertinent information and data as requested from professional organizations such as, but not limited to, the Minnesota School Boards Association (MSBA) to stay apprised of policy developments and critical School Board meeting requirements and training opportunities.
- Coordinates registrations and lodging for appropriate trainings, meetings, and conferences for School Board Members.

District Office Support:

- Manage transportation reporting and mileage calculation.
- Reconcile bank statements using the financial software system.
- Provide backup receptionist coverage, including answering and directing phone calls, managing visitor access, and assisting students, parents and staff.
- Receive and log packages and deliveries.
- Obtain Notary Public Certification.
- Other duties as assigned.

Knowledge, Skills, and Abilities Required

To succeed in this role, you will need a combination of education and experience, along with the ability to meet program-specific requirements.

- Education: A high school diploma or equivalent is required. An Associate's degree in a relevant field and/or previous experience in administrative or accounting support is a significant plus.
- Training: You must be able to complete the required 6 hours of annual training mandated by the USDA.

Knowledge, Skills, and Abilities Preferred

- This role requires strong communication and interpersonal skills to interact with students, parents, and staff. Multitasking is key for managing schedules, answering calls, and handling multiple duties and interruptions.
- Demands a high level of accuracy and attention to detail.
- Requires strong technology and computer skills for using database systems.
- Knowledge of Google Workspace preferred.

Work Environment / Physical Requirements

Work is performed in a school office setting. Physical requirements are an essential function of this position and include the ability to continuously talk, hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in this position.

These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

Pierz ISD #484 is an Equal Opportunity/Affirmative Action Employer. The district does not discriminate based on gender, race, national origin, creed, age, marital status or disability and will provide reasonable accommodations to qualified individuals with disabilities.