



## Unified School District 232, De Soto, KS Secretarial

<b>Title</b>	Lead Secretary
<b>Job Purpose</b>	The Lead Secretary provides comprehensive administrative support to the school by coordinating front office operations, managing financial and bookkeeping processes, and serving as the school registrar.
<b>Supervision</b>	Building Principal
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Fringe benefits has scheduled by the Board of Education</li> <li>• Discretionary Leave</li> <li>• Bereavement Leave – three (3) days per occurrence</li> <li>• 210 Day Work Calendar</li> </ul>
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Must have prior bookkeeping experience</li> <li>• Must have prior secretarial experience</li> <li>• Strong computer skills and ability to multi-task in a busy office environment</li> <li>• Self-starter with proven reliability and personal integrity</li> <li>• High level of problem-solving skills</li> <li>• Attention to detail and accuracy in task completion</li> <li>• Must be detail oriented</li> <li>• Friendly, enthusiastic and enjoy working with people</li> <li>• Strong communication skills both written and oral</li> <li>• Health and Inoculation certificate on file in the district office</li> <li>• Must pass standardized background check</li> </ul>
<b>Physical Requirements &amp; Conditions</b>	<ul style="list-style-type: none"> <li>• Walking, sitting, standing</li> <li>• Lifting up to 20 pounds</li> <li>• Carrying up to 20 pounds</li> <li>• Pushing and/or pulling; climbing and balancing, reaching forward and overhead, stooping, kneeling, crouching</li> </ul>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Make bank deposits for any money collected</li> <li>• Reconcile bank statements, monthly, including student fee money collected online</li> <li>• Prepare in-house purchase orders</li> <li>• Approve budget requisitions</li> <li>• Send weekly sub report to payroll</li> <li>• Reconcile certified Skyward time off report for building subs</li> <li>• Approve classified staff time sheets</li> </ul>

- Collect all staff extra-duty time sheets and list on recap sheet to send to payroll every pay period
- Assist with returning and new student enrollment
- Input new student information, create schedules, make schedule changes, and print schedules
- Request records from previous school for all new students
- Input transcript information to transcript file showing courses, grades, and credits
- Calculate GPA and update GPA information on computer
- Send letters to parents regarding retentions and demotions
- Coordinate all information for curriculum guide from department heads, make all changes, and prepare copy for printing
- Update parent information in computer
- Process student transcripts when requested
- Enroll new students throughout the school year. Check computer information, make cumulative folder, input transcript, and request records
- Demonstrate a strong attention to detail when entering, verifying and auditing data
- Be timely and efficient
- Work is generally free from mistakes or errors
- Maintain confidentiality as outlined by FERPA and HIPAA
- Support the mission and vision of USD 232
- Other duties as assigned by supervisor