



Unified School District 232, De Soto, KS
Secretarial

Title	Building Secretary
Job Purpose	The Building Secretary provides a variety of administrative support to the front office of the school. This includes answering the phone, visitor management, school attendance and reporting, and administrative support to teachers and staff.
Supervision	Building Principal
Benefits	<ul style="list-style-type: none"> • Fringe benefits as scheduled by the Board of Education • Bereavement Leave – three (3) days per occurrence • 200 Day Work Calendar
Required Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent • Strong organizational skills • Friendly, enthusiastic and enjoy working with people • Health and Inoculation certificate on file in the district office • Must pass standardized background check
Physical Requirements & Conditions	<ul style="list-style-type: none"> • Walking, sitting, standing • Lifting up to 20 pounds • Carrying up to 20 pounds • Pushing and/or pulling; climbing and balancing, reaching forward and overhead, stooping, kneeling, crouching
Essential Functions	<ul style="list-style-type: none"> • Answering phones in the front office • Visitor management of school building • Monitoring of daily attendance and follow up as needed • Organize Kindergarten Roundup • Keep track of and update building calendar • Process records requests of former and current students • Clerical support to the building principal • Clerical support to staff within the building • Other duties as assigned by supervisor