

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.21

DISTRICT ADMINISTRATIVE SECRETARY (Job Description)

Qualifications: (1) Must have graduated from high school; (2) Must have skills in bookkeeping or accounting, typing, computer operation, use of office machines (copier, calculator, dictaphone); (3) Must have expert communication skills, both written and oral; (4) Must possess good public relations skills (good public relations skills are essential); (5) Must be able to maintain confidentiality on student, personnel and legal matters; (6) Must be able to adapt to changing situations; (7) Must have taken or be enrolled in a first aid course; (8) Must be able to meet deadlines and new requirements; (9) Must be able to deal with a wide variety of people; (10) Must meet any additional qualifications set by the district; and, (11) Vocational or college education is an asset.

Tests may be administered to determine the extent to which an applicant meets some of the above qualifications.

Chain of Supervision: Reports directly to the District Administrator. Is responsible to the Business Manager for secondary responsibilities.

Duties and Responsibilities: The District Administrative Secretary shall have a multitude of responsibilities relating to the operation of the Administration Office. His/her duties shall involve record keeping and dealing with a wide variety of people and situations. He/she must communicate effectively, use good public relations skills, adapt to changing situations and meet deadlines and new requirements.

A. Daily Responsibilities – The District Administrative Secretary shall:

1. Act as receptionist.
2. Sort mail for the district.
3. Type correspondence and reports for the District Administrator.
4. Assist in the use of office copiers as needed.
5. Do filing.
6. Type letters and notices to parents/guardians and staff for the District Administrator.
7. Take telephone calls, relay messages to the District Administrator, students and staff.
8. Stamp and prepare mail for the post office.
9. Process approved purchase orders and OK invoices.
10. Fill in for Elementary School Secretary as needed.
11. Assist the District Administrator in public relations work in which he/she is involved.
12. Manage the Pupil Activity Account.

13. Manage records for the Exceptional Education Program. Schedule meetings, prepare and distribute meeting invitations, and manage special education files.
- B. Weekly Responsibilities – The District Administrative Secretary shall:
1. Type news releases.
 2. Type bulletins for teachers, etc.
- C. Monthly Responsibilities – The District Administrative Secretary shall:
1. Type school lunch report.
 2. Complete required reports on vocational, Title I, Chapter II and other federal projects.
 3. Prepare Board packets for distribution (type contents, make copies, assemble).
 4. Attend regular Board meetings and take minutes.
- D. Annual Duties – The District Administrative Secretary shall:
1. Set up requisition and purchase order books and files.
 2. Keep an up-to-date inventory book for the district.
 3. Type the annual report.
 4. Help compile and type the annual meeting booklet.
 5. See that all vocational and Chapter projects are ready for final reports (this includes bookkeeping for each project).
 6. Maintain and file election material.
- E. Other Responsibilities – The District Administrative Secretary shall:
1. Maintain an accurate school census.
 2. Develop a teacher directory.
 3. Make out cards and related information for registering new students during the summer.
 4. Issue work permits.
 5. Assist other staff members in the Administration Office or substitute as needed.
 6. Type Department of Public Instruction (DPI) forms and reports.
 7. Type room contracts and distribute copies to appropriate personnel.
 8. Type all purchase orders for all the materials, supplies, textbooks, equipment etc. ordered throughout the year and make copies of the purchase orders for the building principal and appropriate staff member.
 9. Check in all packages and boxes (check contents with packing slips) and route materials to appropriate staff member. He/she shall contact companies regarding problems with orders (wrong items, incorrect amounts, return of items etc.).
 10. “OK to pay” invoices connected with purchase orders and code for the Business Manager.
 11. Help with ordering general and office supplies for the district.

12. Process free and reduced price lunch applications (send approval letter, keep secretaries informed about new participants, maintain file).
13. Perform any and all other duties prescribed by the Business Manager, District Administrator or Board.

Evaluation: The District Administrator shall complete an annual written evaluation focused on the ability to effectively handle the duties and responsibilities of the position.

Terms of Employment: An annual salary with fringe benefits shall be determined by the Board on an annual basis.

He/she shall be on duty during normal office hours (7:30 a.m. to 4:00 p.m.). He/she shall receive a 30-minute noon hour. Additional meetings, such as Board meetings, shall be required.

APPROVED: May 14, 2001

REVISED: 02/14/2005