

USD 332 Position Description  
Cunningham Schools

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Position Title: Office Secretary

Department: HS/GS

Reports To: Superintendent

FLSA Status: Non-Exempt

Employment Classification: Full-time 9-10 month 7:00 a.m. - 3:30 p.m. (30 Min lunch)

Approved by: BOE

Date:

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**Purpose:**

To ensure the efficient administration of student records and provide a positive greeting to all who enter or call the school.

**Qualifications:**

- \*Knowledge of office procedures and office equipment
- \*Must have strong organizational skills and multitasking capabilities, excellent written and spoken communication skills
- \*Cooperative personality conducive to working effectively with district personnel and the public
- \*Honesty, integrity, and willingness to deal with sensitive data in a confidential manner
- \*Computer competency
- \*Health and Inoculation certificate
- \*Valid Driver's license
- \*Background Check

**Essential Functions:**

1. Grade School and High School attendance.
2. Answer the telephone and take messages.
3. Greet visitors in a timely and pleasant manner.
4. Maintain student data in a confidential manner
5. Facilitate all Parent Teacher Conference scheduling and mailings.
6. Type Breakfast and Lunch menus and distribute them to faculty and students.
7. Assist with printing school activity programs.
8. Facilitate stocking and prepping concession stands for school activities.
9. Oversee all teacher substitutes
10. Provide necessary assistance to the Treasurer, Superintendent, Principal and Teachers.
11. Demonstrate effective communication with all staff, students, and community members.
12. Adhere to all district policies.
13. Other duties as assigned.

**General Responsibilities:**

1. Prepare attendance/Track student absences
2. Assist with lunch when necessary
3. Monitor parent changes and bus notes
4. Nurse Duties
5. Monitor bus radio
6. Arrange for substitutes and complete necessary forms.
7. Type and print programs
8. Attend all staff meetings.
9. Type correspondence for distribution to students and parents
10. Track school supplies and update supply list
11. Facilitate transportation needs for bussing and activity routes
12. Assist in concessions stand set up

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing
2. Occasionally Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials
3. Occasional stooping, bending, and reaching
4. Must work in noisy and crowded environments.

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Signature

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Date