

Delton Kellogg Schools
Delton, Michigan
Position Description

POSITION TITLE:	Superintendent's Secretary
DEPARTMENT:	District-Wide
REPORTS TO:	Superintendent
PREPARED BY:	Superintendent's Office

DATE: October 12, 2020

SUMMARY:

Effectively maintains and operates an efficient office under the direction of the Superintendent of Delton Kellogg Schools, by capably completing the secretarial activities and duties as assigned by the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides direct support to the Superintendent
Acts as Red Rover substitute system coordinator
Has working knowledge of Freedom of Information Act and processes district FOIA requests
Disperses and prepares incoming and outgoing mail for the district.
Prepares board of education updates and meeting materials, posts notices in accordance with the Open Meetings Act.
Completes federal and state reports as required
Serves as coordinator for Workers Compensation program
Communicates with district administrators and board of education members as appropriate
Works independently with attention to detail and manages workload to meet established timelines
Holds confidentiality in high regard
Prepares district newsletter
Acts as agent to process ICHAT forms and Facility Scheduling requests.
Process all employee FMLA leave requests per contracts. Process leave of absence requests and all accompanying procedures, i.e., confirmation of receipt, computer entries, etc. FMLA paperwork,
Responsible for the following aspects of the hiring process: (a) fingerprinting process as directed by Michigan State Police (b) Job postings for district positions, (c) processing applications, i.e., confirmation of receipt, computer entries, etc., (d) schedule interviews
Responsible for all administrator, teacher, support staff, and coaching staff evaluation forms.
Responsible for typing/distribution of all district contracts (administrative/certified/salaried staff, etc.)
Responsible for compiling all information requested by other Districts, groups, etc., i.e. job descriptions, district procedures, salaries, etc. all surveys regarding staff (salary scales, benefits, projects, class/staff size)
Prepare bank deposits for pickup by courier
Scanning checks received for payment
Entering deposits into financial accounting system
Assist with AP process by scanning invoices into AP system
Organize payroll documentation and scan to payroll on a weekly basis
Creating and submitting monthly fuel invoices
Other duties as assigned by the Superintendent or Director of Finance or his/her designee

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of Associates degree and five years relevant experience. Working knowledge of Microsoft Word, Excel, MISuite, Microsoft Power Point, and Microsoft Publisher required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to complete hourly, daily and contractual rates.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to pass a typing test of 75 words per minute and demonstrate ability to operate a Personal Computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This person will wear clothing in accordance with building policy.

Reports To: Superintendent
Contract Terms: 12 month position – Begins December 7, 2020
Salary Range: Dependent upon experience/credentials
Start Date/Probation: December 7, 2020
Deadline: November 6, 2020

Interested applicants should send a letter of interest and resume to:
Delton Kellogg Central Administrative Office
Kyle B. Corlett, Superintendent
327 N. Grove Street
Delton, MI 49046
carol.hersha@dkschools.org

The final candidate for this position will be required to furnish Delton Kellogg Schools with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual.

*** The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*