

# BUCKLEY COMMUNITY SCHOOLS

**BOARD OF EDUCATION  
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION  
Page 1

---

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

---

## **Job Title: Secretary/Administrative Assistant**

Classification: Secretarial  
Reports to: Superintendent  
Evaluated by: Superintendent

### **Job Summary:**

The secretary/administrative assistant will be responsible for the following duties: secretarial, data entry for payroll, accounts payable; accounts receivable, new employee paperwork, bus driver personnel paperwork, and Board of Education paperwork.

The secretary/administrative assistant should be a team player, self-motivated, personable, caring, honest, trustworthy, a fast learner, and have excellent accounting skills. This position will be the liaison between Buckley Community Schools and the Intermediate School District who will be taking over our Business Services in FY 2013-14.

The type of work is secretarial. Work location will be the main district office. Summer hours may vary per agreement with the superintendent.

### **Essential Duties and Responsibilities (Other duties may be assigned)**

#### **SECRETARIAL**

1. General secretarial/receptionist duties including answering phones, greeting customers, and meeting general hygienic and basic first aid needs for students
2. Data entry for PowerSchool including phone, address, and other demographic changes
3. Write receipts
4. Complete bank deposits
5. Attendance — keep track of staff attendance to give to TBA and keep track of student attendance
6. Will Sub: approve/ verify absences; support staff approve and verify; enter extra subs
7. Guest passes to dances; guest passes for visitors
8. Bus notes for high school; passes and permission slips
9. Field trip requests/make sure TBA knows we pay for one bus trip the class pays for all others
10. Assist in the process of completing facility use forms and schedule each in the master calendar (including Google Calendar)
11. Medicine to students according to both policy and law
12. Daily announcements on PowerSchool and weekly Bus Notes
13. Post board meeting dates; job openings; elections
14. 31A At Risk reporting to be completed in June
15. Send out snow removal bids in October
16. Annual reporting; December each year work with Kathy Schultz, Stauder Barch

# BUCKLEY COMMUNITY SCHOOLS

## BOARD OF EDUCATION BUCKLEY COMMUNITY SCHOOLS

JOB DESCRIPTION  
Page 2

17. Daily bus radio and parent/guardian communication

### **PAYROLL**

1. Absent forms: check to see if the forms coincide with WillSub; give the absent slips to TBA every week and they will record in MIS
2. Time cards for any different times need to be signed by superintendent and then given to TBA
3. Any extra subs hired will need to be given to superintendent for approval and then entered in WillSub; WillSub will be set-up prior to the school year (calendar, updated employee information, etc.)
4. TBA will need to know the regular hours the support staff is hired for. List each employee with hours starting and ending
5. TBA will need a schedule letting them know of what classes are taught by each teacher and if any teachers are working during prep period
6. If someone quits, retires, or gets fired, TBA must know this in writing with superintendent signature
7. If someone is hired TBA must know the date and give to TBA with superintendent signature
8. If employee's regular hours change, TBA must know in order to change the attendance set up and for payroll

### **ACCOUNTS PAYABLE**

1. Any requisitions are handed in to get purchase order (PO) printed but first the requisition goes to TBA and our Business Services Representative will write the account number on it and then the Superintendent will sign if approved, then, Secretary will write the PO
2. If a W-9 Form is not on file, it must be mailed to the vendor or official (or whomever) before writing a check
3. After writing PO, fax vendor copy, staple requisition to file copy, stamp faxed on both copies and give the vendor copy to the person who ordered.
4. Collect game official listing from athletic director and give to TBA weekly
5. Distribute the mail daily, to principal's secretary, teachers, and open mail addressed to Buckley School or/and superintendent; prepare TBAISD mail, as necessary
6. Give superintendent his mail
7. Any invoices that arrive, staple to PO and collect the packing slip to attach; also: give this to TBA
8. Do not write a PO if the person already ordered. Make sure superintendent signs the invoice for approval to pay
9. Highlight the invoice number, date due, amount, and PO number before giving to TBA

### **ACCOUNTS RECEIVABLE (Invoicing)**

1. When a facility use form is filled out, one is put in notebook, one is mailed to person requesting the use, and one to the custodians, and one to the area they are using. Example if kitchen, then to the cooks
2. Each facility use form is marked or needs to be marked: charge for custodial time, charge for kitchen time, or no charge, if no charge; then no employee will be paid or needed during this time
3. Also any IEP meetings, if a sub is needed TBA will reimburse.

# BUCKLEY COMMUNITY SCHOOLS

## BOARD OF EDUCATION BUCKLEY COMMUNITY SCHOOLS

JOB DESCRIPTION  
Page 3

4. If any bills are needed for the STEP (homeless) program (gas cards); copies of the bills and copy of the checks are to be sent to Joanie Abbott [3962 Three Mile Road, TC 49686] with an invoice
5. MEA is billed for association days to pay for substitutes when needed
6. Field trip requests need to be kept in notebook, one given to bus garage, one to teacher requesting.
7. Every elementary class gets one field trip bus paid for yearly. Any additional trips need to be paid for by the class. The bus driver wage and benefits and mileage (gas)
8. When money is collected from athletic games or activity accounts, it must be counted by two individuals and signed. Deposit the money, write a receipt in the correct funds, then put a copy to the game receipts in a notebook and a copy attached to receipt. Give these to TBA to enter in MIS. Proper support needs to be turned in with monies; a deposit breakdown with the signature of the counters.
9. Assist the Business Manager as needed with the following business activities:
  - a. After the building has been used, the person needs to be invoiced the time and benefits. The time card should have date and hours worked. You will need to ask TBA the retirement cost as this changes yearly and even during the year, The FICA charge is 7.65% of the wage. TBA will also let you know if applicable for unemployment and work/comp charge
  - b. Any Professional Development (PD) handed in absent slip should have where attended and for what reason. These are often billed to TBA or others for reimbursement of substitute
  - c. TBA (Keith Gilling) is to be billed for Eearly Childhood Program(ECP) The ISD will send a purchase order stating the amount they will pay and will state preschool grant
  - d. TBA is billed for GSRP program (currently, we bill every quarter) reports are to be printed from MIS

## NEW EMPLOYEES

1. Give enrollment paperwork [I-9, W4, MI W4, Direct Deposit, Unprofessional Conduct Form, Insurance Form (when applicable)]
2. Fingerprint sign-up and keep the fingerprinting up to date according to the State.
3. When school is called off, call radio and TV stations; update WillSub as necessary

## BUS DRIVERS

1. Must make sure physicals are up to date; insulin dependent need physical every year; others every two years
2. Need copies of physical, license
3. Register drivers for classes
4. Report new drivers and terminated drivers (even subs)
5. When receiving papers for random drug test, you must notify them and they must go within two hours of being notified. [Note: try to see if the driver is driving the TBA bus and give it to them that day]

## BOARD OF EDUCATION

1. Record then compose Board minutes
2. Post Board Meeting dates
3. Post special meeting dates

## Knowledge and Skills Required:

# BUCKLEY COMMUNITY SCHOOLS

## BOARD OF EDUCATION BUCKLEY COMMUNITY SCHOOLS

JOB DESCRIPTION  
Page 4

1. Minimum of Associates Degree. Prefer Bachelors Degree. An accounting background is preferred but not required.
2. Team player, self-motivated, personable, caring, honest, trustworthy, a fast learner.
3. Excellent accounting skills.
4. This position will be the liaison between Buckley Community Schools and the Intermediate School District (who will be taking over our Business Services in FY 2013-14).
5. Knowledge of correct grammar, punctuation, and spelling; ability to edit for clarity, style, intent, and organize factual information in graph, chart, or list format.
6. Interpersonal relations skill necessary to deal courteously and effectively while exercising tact with diverse groups of people including: public, staff, faculty, students, and parents.
7. Prior knowledge of computer operations including: word processing, spreadsheets and data management.
8. Ability to make independent decisions and provide direction to other employees.
9. Ability to maintain confidentiality of matters relating to this job.
10. Ability to take minutes of both public and private meetings and maintain minutes in a neat and orderly fashion is highly desired.
11. Must be bondable, and be, or able to become, a notary public.
12. Dependable and of good moral character.
13. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

### **Terms of Employment:**

This is a 52-week position with a rate of pay of \$13.41/hour.

---

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Approved by the Board of Education:

*The information contained in this job description is for compliance with 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 individual(s) currently holding this and additional duties may be assigned.*

© **NEOLA 2013 and Buckley Community Schools**