



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

March 23, 2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve School Secretary Job Description - Revised

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board

HISTORY/BACKGROUND:

The base pay contract days for the School Secretary position are being amended to reflect a consistent schedule for all school secretaries throughout the district beginning with the 2018-19 school year..

FISCAL/BUDGETARY IMPACT:

\$0

RECOMMENDATION:

Acceptance of the amended School Secretary Job Description

CONTACT PERSON:

Susan Bentle, Director of Finance

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

TITLE: School Secretary

QUALIFICATIONS:

1. High school diploma
2. Typing skills
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of the children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly-run office.
2. Receives and routes all in-coming calls. Responds appropriately to requests for information.
3. Maintains a daily teacher attendance log, and the concomitant records for substitute teachers.
4. Greets all visitors courteously, determines their needs, checks appointments, directs or escorts them to proper person, and maintains a visitors log.
5. Reports immediately the presence in the building of any visitor who bypasses the reception desk and/or any suspicious activity or unusual behavior on the part of visitors.
6. Types a variety of material, such as letters, student records, reports, memos, monthly statements, etc., from rough drafts or corrected copy.
7. Verifies totals on report forms, requisitions, etc., and proofreads work of other typists as requested.
8. Assists teachers in preparing instructional materials, as required.
9. ~~Assists teachers in preparing instructional materials, as required.~~
10. Requests necessary office supplies.

Code: E11.316

11. Supervises student aids, as required.
12. Provides secretarial assistance to guidance counselors and deans.
13. Performs such other tasks and assumes other responsibilities as requested by the principal.

TERMS OF EMPLOYMENT: **Elementary 200 days; Middle & High 210 days**
Salary ~~and extended time~~ established by
Classified Salary Schedule. Pay Grade G7

EVALUATION: Performance of this job will be evaluated annually by the
Principal.

DATE APPROVED: 11/25/80
REVISED: 08/03/2015