

<b><u>JOB TITLE:</u></b>	<b><u>REPORTS TO:</u></b>	<b><u>WORK YEAR/DAY:</u></b>	<b><u>SALARY GRADE:</u></b>
District Secretary Accounts Payable, Payroll Clerk, & Infinite Campus	Finance Officer	260 days 240 days	<del>Classified Salary</del> <del>Schedule II</del> Classified Salary Schedule XII

**SCOPE OF RESPONSIBILITIES:**

Maintains a responsible image by reflecting a positive attitude of the Anchorage Public School System. This position provides secretarial duties attendant to the ~~Superintendent's~~ District office. Assists the Finance Officer and Superintendent in making reports to the Kentucky Department of Education, ~~managing personnel files, and managing health insurance reporting.~~ Assists the Finance Officer in preparing accounts payable for processing.

**PERFORMANCE RESPONSIBILITIES:**

1. Responds positively to inquiries from the community, students and staff.
- ~~2. Manages the rental and scheduling of facilities to outside groups in consultation with the superintendent.~~
3. Properly codes all receipts and expenditures and prepares deposits daily for the board office.
- ~~4. Maintains and annually updates personnel files, job applications, employee key cards and badges, and communications, and reviews notification to the board of the employment of personnel.~~
5. Responsible for assisting with preparation and implementation of all bulk mailings.
- ~~6. Manages health insurance enrollment, reporting and related functions.~~
- ~~7. Schedules and organizes all aspects of annual onsite employee biometric screenings.~~
8. Cross trains with finance officer to assist and backup all payroll, accounts payable and related functions.
9. Maintains district purchase order log.
- ~~10. Assists with tax-related mailings and recording of tax payments as received.~~
11. Ensures adequate stock of district office supplies.
- ~~12. Maintains the attendance records of the school district, and does daily entry of attendance and absences.~~
- ~~13. Maintains Infinite Campus (IC) attendance program mandated by the state, and updates student information for the district-wide student database.~~
- ~~14. Implements the pupil accounting services, and prepares all local, state, and federal pupil personnel reports as required.~~
- ~~15. Assists in the administration of the attendance procedures and maintains district enrollments, census, and withdrawal records.~~
- ~~16. Maintains accurate records of high school students and where they attend school.~~
- ~~17. Maintains a current record of all non-residential pupils for tuition purposes.~~
- ~~18. Builds and maintains teachers' schedules in the IC system.~~
- ~~19. Prepares and submits the following reports:~~
  - ~~a. SAAR - Superintendent's Annual Attendance Report~~
  - ~~b. Safe Schools~~
  - ~~c. LEAD Report - Certified employees' qualifications/school assignments~~
20. Manages the IC Grade Reporting System

21. Performs other duties as assigned by the Finance Officer/Superintendent.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or G. E. D.
2. Previous secretarial and/or school experience.
3. Experience building a master schedule in IC preferred.
4. Training in IC Software preferred.
3. Basic computer literacy and fluent in building and manipulating spreadsheets.

**PHYSICAL DEMANDS:**

The work is performed while sitting, standing and walking. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements.