

**Kashunamiut School District
Chevak, Alaska**

JOB DESCRIPTION

Opens: April 20, 2018 Closes: May 4, 2018

JOB TITLE:	Executive Secretary/Temp	SALARY: 15.20/hour
REPORTS TO:	Superintendent	HRS: 8
LOCATION:	Kashunamiut School District	No. DAYS: May 7 through August 14 (estimated)

JOB PURPOSE: Assume duties relating to human resources, school board, data gathering, migrant education and superintendent needs in the absence of the Executive Secretary.

Duties, Responsibilities and Accountabilities

1. Develop KSD School Board meeting agendas, distribute them publicly
2. Set up all arrangements for School Board meetings
3. Attend and take minutes for all School Board meetings
4. Prepare agenda packets including minutes for prior meetings and distribute to appropriate people
5. Assist in the hiring process
6. Answers phones and directs calls as appropriate
7. Manages petty cash accounts and deposits for Chevak School
8. Assists with the Migrant program paperwork and documentation as well as state reporting
9. Assists with the data gathering needed for Impact Aid and helps to train others in this work
10. Participates in district level meetings
11. Maintains the School Board policy manual
12. Other duties as assigned

Qualifications:

1. High School Diploma or GED.
2. AA degree or equivalent credits (36) in an appropriate field preferred
3. Ability to carry out successfully the duties described above
4. Must have strong computer skills
5. Must be proficient with MS Word and have experience with Excel Documents
6. Must have strong written and oral communications skills
7. Must be willing to commit to the entire length of the position

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires extensive computer software proficiency including: Microsoft Office (Outlook, Excel, Word, etc.), Adobe Professional and Acrobat Pro, Scanning, Internet access. Etc. Requires excellent writing, grammar and spelling skill.
3. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires personal presence and appearance to appropriately act as a representative of the Superintendent and Board of Education. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.

Language Skills: Ability to read and interpret documents such as software operating and training instructions, and technical procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before supervisors and district employees. Ability to speak Cup'k preferred.

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

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 this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. This position frequently requires non-stop typing on the computer. This position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. The employee must occasionally lift and/or move up to 30 pounds, such as tables, office and meeting supplies. This position may occasionally require employee to work extended or irregular hours. Specific vision abilities required by this job include close vision and depth perception. Some travel is required as part of the job.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Note: Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

Position Closes on Friday, May 4, 2018

Applications may be picked up and returned to the District Office.

Must include two references who are not relatives one must be a previous supervisor.

May be asked to demonstrate computer skills.