



ANCHORAGE INDEPENDENT SCHOOL DISTRICT

11400 Ridge Road, Anchorage, KY 40223 - 502-245-8927

March 22, 2023

Position: Front Desk Secretary

Reports to: Principal & Assistant Principal

Work Year: 200-215 Days/Year (Up to 260 Days/Year if also employed as Infinite Campus Tech at Grade II)

Deadline for Submitting Application: March 31, 2023 or until filled

Requirements:

- High School Diploma or G.E.D. (College preferred)
- Previous secretarial or school experience preferred
- Computer Literacy (Google and MS Products, Infinite Campus, PikMyKid, etc.)
- Criminal Background Check and Cabinet for Families & Children Screening (upon offer of employment)
- Minimum of three (3) references

Salary/Grade: Classified Salary Schedule – III

SCOPE OF RESPONSIBILITIES:

Works with parents, students, and staff. Maintains a responsible image by reflecting a positive attitude of the Anchorage Public School.

PERFORMANCE RESPONSIBILITIES:

1. Performs secretarial duties for the Principal as assigned by the Principal and Assistant Principal.
2. Responds positively to inquiries from the community, students and staff.
3. Receives daily attendance from teachers, enters the data into the attendance program, and distributes list to staff via e-mail.
4. Coordinates school-wide mailings; securing postage, labels, and use of volunteers to assist in any routine office duties to expedite mailings.
5. Maintains and distributes staff list according to policies and procedures.
6. Coordinates "Special Activities" for staff, i.e. staff appreciation functions, birthday treats, refreshments for staff meetings as requested, etc.
7. Maintains student attendance lists to include roster of students signing in and out, tardy slips, early dismissal requests, etc.
8. Complies with approved office policies and procedures.
9. Maintains the schedule for activities during the school year.
10. Works with Office Team to complete all assignments to meet needs of the School Administrators, teachers, students and parents.
11. Assists the Anchorage Parent-Teacher Association with various projects including distribution of information and scheduling.
12. Administers PikMyKid program, including updating database, schedules, producing car tags, etc.
13. Administers student medications in accordance with policies and under direction of school nurse.
14. Ensures release of students and visitor sign-in and out procedures are strictly carried out.
15. Performs other duties as assigned by the Principal and Assistant Principal.

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.

The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office at 502.245.8927


Kelley F. Ransdell, Superintendent

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