

Office Personnel Handbook

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I. Office Personnel Information

1. The Role of Office Personnel

Office personnel support the educational programs of the Independence School District through efficient and effective office operation. This productive operation helps assure a positive impact on student achievement.

Qualifications for Office Personnel

The minimum education of a high school diploma or its equivalent is required. Related work experience, specialized training, and/or college credit in a related field are preferred. Computer/ keyboarding skills and a working knowledge of standard office machines are required. Positive communication and interpersonal skills are especially important for all district office personnel.

Job Descriptions

Differing job descriptions are provided for office personnel according to their position responsibilities. Please refer to the job descriptions in the "Employment" section of this handbook. If you have questions about the job description for your position, please contact Human Resources at 521-5300.

Answering the Phone

The first impression a patron receives of the school district is often the voice of a secretary, so put a "smile in your voice" when answering the phone! The phone should be answered by stating the name of the school or department, followed by your name. For instance, "Independence School District, this is Mary" Please request that those who answer the phone in your absence follow this procedure.

Professional Presentation of Self

The manner in which you present yourself, i.e., dress, posture, tone of voice, choice of words, etc. reflects on the district. Please assure that you always present yourself and the district in a professional manner. Although your office may observe occasional days of casual dress, jeans, t-shirts, and tennis shoes are generally not appropriate for the office. "Public Relations for the Professional School Secretary" is included in this section of the handbook.

Hours For Office Personnel

Full-time office personnel work eight (8) hours a day, five (5) days a week. Supervisors determine the hours for office operation. Part-time office personnel should refer to their letter of appointment for the number of hours per day and days per week they are to work.

Breaks

You will have thirty (30) minutes for a duty-free lunch break during the day. This means you will be in attendance for a half hour longer than your work hours. For example, full-time office personnel will be in attendance for eight and a half (8-1/2) hours each day. Other breaks may be provided at the discretion of the supervisor.

Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to report this to your supervisor as soon as possible so that arrangements can be made to cover your responsibilities for the day.

Board of Education policy 4310 states, "When employees are absent more than ten (10) days in any semester, or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination. Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days."

When an employee is absent for 3 days and fails to call in, it is considered a voluntary resignation of their position.

Exceptions to the district's leave policies should be directed to your supervisor to forward to the Human Resources Office.

Work Calendars

Most full-time office personnel are appointed for ten (10), eleven (11), or twelve (12) months, according to the work calendars approved by the Board of Education. Workdays, holidays, and non-workdays are noted on these calendars. Please refer to these calendars in the "Employment" section of this handbook.

Ten (10) month calendars specify two hundred and four (204) days of appointment, eleven (11) month calendars specify two hundred twenty-nine (229) days, and twelve (12) month calendars involve two hundred and fifty (250) days.

Part-time office personnel should refer to their letters of appointment for the number of hours they are appointed to work each day/week.

Inclement Weather Days for School Secretaries

To assure that the elementary schools will have clerical support at the end of the school year, elementary secretaries and clerks who follow the ten (10) month calendar do not work on days when school is not in session due to inclement weather. Secretaries working in the secondary schools who follow the eleven (11) month and twelve (12) month calendars do work on inclement weather days.

Change in Work Calendars

Office personnel are expected to follow the approved work calendar, unless their supervisor and the Human Resources Office for Non-Certificated Staff approves a trade of working days (to equal the total number of days in the work calendar). Any trade in working days must be done within the fiscal year, i.e., between the dates of July 1 and June 30 for the school year. Days may not be traded between fiscal years. If a trade day is approved for you, it should be entered into SubFinder using the leave code of "Trade Day Taken".

Salary and Benefits

Office personnel are paid according to salary scales adopted by the Board of Education. Copies of the current scales are included in the "Employment" section of this handbook. New employees will be placed on Steps 1-6 of the appropriate scale, depending on previous office experience. If District finances allow, office personnel are advanced one step on the scales at the beginning of each fiscal year (July 1). This movement does not apply to new employees who are hired after April 1; they will remain on their step until the following year.

Office personnel who move to a different salary scale because of a change in position will maintain their step. For instance, a secretary on Scale 4, Step 5, would be placed on Scale 3, Step 5, in a move to Scale 3. Please contact Human Resources if you have questions concerning your salary.

Office personnel who are scheduled to work at least twenty-five (25) hours a week are paid on an "even pay" basis. This means that their annual salary is divided into twenty-four (24) equal payments, no matter how many days are worked in the month. Overtime, extra hours, or docks are adjusted on the paycheck following the month in which these events occur. If an employee exits from the district before the end of their work year, the final paycheck is adjusted to pay them for the actual days worked and any vacation days accrued at the time of exit.

Information concerning insurance and other benefits is provided on the Employee Benefits Chart in the "Benefits" section of this handbook and in the Independence School District Employee Handbook. You may contact the Benefits Office at 521-5300 for additional information.

Information about leave days, Family Medical Leave, and other personnel concerns is included in the Employee Benefits Chart and is also explained in the Personnel Services section of Board of Education Policy. You are welcome to contact the Human Resources Office with any related questions.

Timesheets

Office personnel should record their working hours on the district's electronic timekeeping system. The payroll secretary will review your timesheet by verifying the information recorded in the system. The building principal/supervisor will approve the timesheet at the end of the pay period.

Payday is on the fifth (5th) and twentieth (20th) of the month, or the preceding Friday if these dates fall on a weekend. Please refer to the pay schedule provided to you from the Payroll Department as the beginning of the fiscal year. For questions, please call the Payroll Department at 521-5308.

Overtime

Overtime is paid in accordance with the Fair Labor Standards Act. Time that an employee is required to work beyond forty (40) hours in a seven day period (Monday-Sunday), will be compensated at time and a half (1.5) of the regular hourly rate of pay.

Overtime is paid when an administrator requests office personnel to do tasks that cannot be completed during the forty (40) hour workweek. Overtime for office personnel must be approved by the Human Resources Office.

Trade Time

Although full-time office personnel work eight hours a day, five days a week, they are allowed to trade time within the work week with the approval of their supervisor. This work is paid at the regular rate of pay if it does not exceed forty (40) hours during a seven-day period (Monday-Sunday). For example, with the supervisor's approval, a secretary is able to take off work an hour early on Monday for an appointment and come in an hour earlier on another day in that work week to make up the time. Trade time may not be used for Family Medical Leave (FML) qualifying absences.

Confidentiality

Much of the information you will deal with in your office role is confidential. The Federal Education Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and the Safe Schools Act require school districts to maintain confidentiality of students' records and progress. These laws also govern the confidentiality of some employee information.

Since the school district is a public entity, some district information is public record and may be requested by district employees and patrons. Missouri's Sunshine Laws also govern notification and information sharing for school district meetings.

If any question arises regarding what information can be shared, and with whom, consult your supervisor or building administrator.

Evaluations

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation included in the "Employment" section of this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the spring. Your supervisor will discuss the evaluation with you, ask that you sign the evaluation, and give you a copy for your records. Please take time to study this evaluation and discuss any questions with your supervisor.

Policy 4720 Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

Professional Development for Office Personnel

The Independence School District values on-going training for all employees. This training is usually called professional development in the educational field. A committee of office personnel works with the district's Professional Development Office to coordinate an annual program of professional development specifically designed to meet the needs of office personnel. You will receive written or e-mail communications concerning the availability of these training sessions. You will be notified if the training is optional or required.

Substitutes

Substitutes may be requested for Principals' Secretaries through the Office of Substitute Services. Substitutes are generally not provided for the secondary schools or departmental offices. If a substitute is needed, the building Principal will need to have this approved by the Assistant Superintendent of Human Resources. Secretaries should complete substitute plans that include school schedules, a list of building staff members and contact persons, daily responsibilities, building procedures, emergency procedures, a map of the school, and specific directions for procedures such as attendance, money collection, etc. A "Survival Kit for School Secretaries" is located in this section of the handbook.

2. IAEOP

Greetings ISD Administrative Assistants and Welcome back!

My name is April Claphan and I am the IAEOP President for the 2020-2021 school year. I am very excited about some of the items we have planned this year. But first, let me introduce you to the Board.

Elaina Baker- Vice President

Wendy Bowman- Recording Secretary

Danita Pointer- Corresponding Secretary

Rhonda Wingo- Treasurer

Rita DeLoach- Historian

If you are a returning ISD employee or new to the District, we want you all to know that we would love to get to know you better. Share some helpful information with one another and just put a face with a name when dealing with each other from building to building. IAEOP meetings are designed to do just that.

With the unprecedented start to 2020, the IAEOP Board has not been able to meet as of yet. Once we are able to do so safely, we will be able to organize a calendar of events. Until then, please visit our website on the ISD District page.

Thank you for the opportunity to serve you this year. Please feel free to contact me or any of the IAEOP Board members with any questions, comments, suggestions or concerns. We look for to hearing from you.

Have a Great Year,

April Claphan

3. IAEOP Professional Standards Program

To access information on the professional standards program with IAEOP, please visit: <http://sites.isdschools.org/iaeop/iaeop-membership>

II. Job Descriptions

4. Benefits Specialist

Benefits Specialist

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits preferred
- Experience in workers compensation preferred
- Strong interpersonal and communication skills (written and verbal)
- Ability to document work in progress
- Knowledge of data management systems and processes
- Advanced computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standard Act Status: Non-Exempt

Reports to:

Director of Business/Benefits

Department Supervisor(s)

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and student's success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel.
 2. Deals courteously with visitors, parents, students and staff.
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Benefits Specialist:

The following responsibilities may be included for this position:

- Coordinates benefits open enrollment and new hires enrollment, which may include scheduling presenters and locations, distributing enrollment information, and collecting and processing payroll deduction forms
- Maintains databases for all benefit plans
- Processes employee enrollment forms for insurance and other benefits, including workers' compensation and COBRA
- Performs monthly debit processing for COBRA and retirees
- Assists employees with benefit claims questions
- Act as a liaison between all health representatives and employee benefits
- Arranges and compiles information on pretax benefit plans (Section 125, 403b/457b plans, etc.)
- Provides back up for Workers' Compensation claims
- Performs employee exit interviews benefits stage
- Reconciles all payroll/benefit liability accounts
- Processes Garnishments
- Transmits data to third-party carriers
- Initiates payment of payroll agencies
- Inputs retirement contributions into OASIS software and submits
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Benefits Specialist will be employed for twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 12.22.16

5. District Bookkeeper

DISTRICT BOOKKEEPER

Qualifications:

- Minimum education of a college degree in accounting or comparable governmental bookkeeping experience.
- School district bookkeeping experience preferred.
- Financial and/or banking experience preferred.
- Advanced computer skills and/or experience required, particularly in Microsoft Office products.
- Typing and/or keyboarding skills required.
- Ten-key by touch skills required.
- Working knowledge of standard office machines required.
- Communication and interpersonal skills.
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Benefits/Business Services

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel.
 2. Deals courteously with visitors, parents, students and staff.
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively

- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for District Bookkeeper:

The following responsibilities may be included for this position:

- Prepares accurate financial records.
- Reconciles general ledger accounts.
- Reconciles and compiles monthly financial statements.
- Reconciles all bank accounts monthly.
- Daily posts district cash receipts.
- Daily reconciles bank transactions.
- Generates monthly warrant list of Accounts Payable checks for Board of Education approval.
- Maintains listing of check number usage.
- Performs follow-up for outstanding checks annually and submits to the State Treasurer those considered to be unclaimed property by state law.
- Posts payroll to general ledger accounts.
- Opens and closes accounting periods.
- Trains and assists secretaries and other District personnel regarding cash receipts, journal entries, petty cash, and reports.
- Assists with audit functions.
- Assists with entry of journal entries.
- Assists with entry of new chart of account numbers.
- Assists with district personnel to monitor grant transactions and budgets for compliance with grant guidelines.
- Performs other responsibilities as necessary to carry out the functions of the office.

Terms of Employment:

District Bookkeepers will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 6.2.17

6. Payroll Specialist

Payroll Specialist

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits preferred
- Strong interpersonal and communication skills (written and verbal)
- Knowledge of data management systems and processes
- Ability to document work in progress
- Experience in payroll preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Strong knowledge of federal and state regulations
- Decision-making, problem-solving, and analytical skills
- Detail oriented
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standard Act Status: Non-Exempt

Reports to:

Director of Business/Benefits

Department Supervisor(s)

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and student's success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel.
 2. Deals courteously with visitors, parents, students and staff.
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Payroll Specialist:

The following responsibilities may be included for this position:

- Prepares accurate financial records.
- Enters and maintains employee information into the employee database system.
- Documents and shares payroll information needed for cash flow purposes.
- Assists in coordinating payroll processes between departments throughout district.
- Processes payroll including regular pay, exception pay and timecard pay.
- Prints payroll checks.
- Processes direct deposit.
- Processes all tax payments.
- Processes retirement payments and balances OASIS database.
- Processes garnishments.
- Processes all payroll vendor invoices except for benefit plans.
- Prepares and files W2s, quarterly taxes, retirement and other required withholding reporting.
- Reconciles all payroll liability accounts.
- Maintains calendar of payroll periods and required payroll reporting.
- Serves as the primary contact for accounting software regarding payroll processes.
- Assists in salary projections for budgeting.
- Trains and assists secretaries and other District personnel regarding payroll procedures and timecard completion.
- Monitors compliance with Board of Education policy and administrative procedures regarding payroll.
- Performs other responsibilities as necessary to carry out the functions of the office.

Terms of Employment:

Payroll Specialist will be employed for twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 6.2.17

7. Project Accountant

Project Accountant

Qualifications:

- Bachelor degree in Accounting or a Business related field.
- Preferred certification as Certified Public Accountant and school district accounting or comparable governmental bookkeeping experience.
- Experience in a leadership/supervisory role preferred.
- Strong interpersonal and communication skills (written and verbal)
- Knowledge of data management systems and processes
- Advanced computer skills and/or experience required, particularly in Microsoft Office products.
- Typing and/or keyboarding skills required.
- Ten-key by touch skills required.
- Working knowledge of standard office machines required.
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

Fair Labor Standard Act Status: Non-Exempt

Reports to:

Director of Business/Benefits

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's business practices, educational programs, and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel.
 2. Deals courteously with visitors, parents, students and staff.
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Project Accountant:

- Prepares accurate financial records.
- Enters and updates chart of account numbers.
- Analyzes and reconciles reports and accounts.
- Trains and assists Business Office and other District personnel regarding good business practices and grant financial reporting.
- Assists district personnel to monitor financial award transactions and budgets for compliance with grant guidelines.
- Maintains a comprehensive list and individual files of all financial awards (grants, contracts, contributions, etc.) in the district.
- Monitors all financial awards for compliance with grant financial guidelines and regular reimbursement of expenses.
- Creates financial reports as needed within the Business Office and for other departments.
- Performs internal audits at the direction of the Director of Business/Benefits.
- Assists in preparation of the Annual Secretary of the Board Report (ASBR).
- Assists in preparation of the annual financial statements.
- Assists in management of the annual external financial audit.
- Assists in preparation of the SEC continuing disclosure requirements for debt issues.
- Assists with special projects as assigned by the Director of Business/Benefits.
- Performs backup responsibilities for the District Bookkeeper.
- Performs other responsibilities as necessary to carry out the functions of the office.

Terms of Employment:

Project Accountant will be employed for a twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 4.10.17

8. Title Services District Secretary

TITLE SERVICES DISTRICT SECRETARY

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred.
- Experience as a receptionist or secretary preferred.
- Experience with English Language Learners preferred.
- Fluency in Spanish preferred.
- Computer skills and/or experience required.
- Typing and/or keyboarding skills required.
- Working knowledge of standard office machines required.
- Communication and interpersonal skills.
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Department Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively

- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Title Services District Secretary:

The following responsibilities may be included for this position:

- Completes documents and written communications for special projects
- Drafts district communications
- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates reports, as requested
- Assists in the coordination of District functions, special events and curriculum.
- Posts District information
- Submits technology work order requests for District staff
- Manages passwords for various software systems across the District
- Maintains current models and prices for technology purchases
- Processes requests for technology purchases
- Relays urgent technology needs to members of the technology staff.
- Drafts correspondence
- Trains clerical staff, as necessary
- Collects, compiles and enters student, payroll, time sheet, and other record-keeping data into computer databases
- Greets students, parents and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

District Secretaries will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

5.31.17

9. Workers Compensation Risk Coordinator

Workers Compensation Risk Coordinator

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to workers compensation
- Minimum of five (5) years educational office personnel experience or workers compensation related experience in a specialized field and/or a degree in the appropriate field required
- Experience in workers compensation preferred
- Working knowledge of the Workers Compensation Act and other applicable state/federal statutes and regulations
- Working knowledge of medical terminology, body systems, and/or impairments and their disabling effects.
- Ability to document work in progress
- Knowledge of data management systems and processes
- Advanced computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Strong interpersonal and communication skills (written and verbal)
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standard Act Status: Non-Exempt

Reports to:

Director of Business/Benefits

Department Supervisor(s)

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and student's success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel.
 2. Deals courteously with visitors, parents, students and staff.
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Workers Compensation Risk Coordinator:

The following responsibilities may be included for this position:

- Prepares accurate workers compensation records
- Ensures that all legal and procedural requirements are met for the processing of claims
- Ensures proper and timely payment to employees and medical facilities
- Provides authoritative advice and counsel to all levels of staff on the interpretation and application of workers compensation policies, legislation, regulations, and processes
- Maintains subrogation records and files for those incidents involving third parties
- Assembles appropriate medical information and facts regarding claims for cases pending litigation
- Communicates and interacts with medical professionals, support agencies and others to monitor and assess the progress of rehabilitation efforts
- Facilitate either return to work or depending upon the medical status of the claimant, placement into appropriate alternative positions in compliance with appropriate regulations and guidelines
- Prepares or reviews all necessary forms, record and documentation including statistical analysis and reports for all claims assigned, as required by various regulatory agencies

Terms of Employment:

Workers Compensation Risk Coordinator will be employed for twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 6.2.17

10. Workers Compensation Specialist

Workers Compensation Specialist

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to workers compensation
- Minimum of three (3 years educational office personnel experience or workers compensation related experience in a specialized field and/or a degree in the appropriate field required
- Experience in workers compensation preferred
- Knowledge of the Workers Compensation Act and other applicable state/federal statutes and regulations
- Knowledge of medical terminology, body systems, and/or impairments and their disabling effects.
- Ability to document work in progress
- Knowledge of data management systems and processes
- Advanced computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Strong interpersonal and communication skills (written and verbal)
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standard Act Status: Non-Exempt

Reports to:

Director of Business/Benefits

Department Supervisor(s)

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and student's success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel.
 2. Deals courteously with visitors, parents, students and staff.
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Workers Compensation Specialist:

The following responsibilities may be included for this position:

- Prepares accurate workers compensation records
- Maintains database of information on each injury, checks claims for accuracy and possible disability
- Coordinate/follows up on all medical treatment or initiates other activities on claims such as contact outside adjustors or investigators
- Reviews Workers compensation forms for accuracy and completeness
- Monitors calendar for all scheduled individual appointments to ensure proper follow-up has taken place or notify Workers Compensation Risk Coordinator
- Prepares purchase requisitions or purchase orders
- Ensures proper and timely payment to employees and medical facilities
- Communicates verbally and in writing on non-routine matters which involve interpretation of policy with departmental staff, vendors, attorneys and claimants to clarify facts, correct error in paperwork, check on employee's work status or status of unpaid bills
- Represents the department to internal and external individuals and groups, which may include making decisions that affect the department
- Explains workers compensation benefits to new staff and assists employees in submission of benefits claims
- Communicates and interacts with medical professionals, support agencies and others to monitor and assess the progress of rehabilitation efforts
- Assists with the coordination of return to work or depending upon the medical status of the claimant, placement into appropriate alternative positions in compliance with appropriate regulations and guidelines
- Serves as back-up support when Workers Compensation Risk Coordinator is unavailable/out of office, i.e. claim approval, medical approval, etc

Terms of Employment:

Workers Compensation Specialist will be employed for twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 6.2.17

11. Accounts Payable Clerk

ACCOUNTS PAYABLE CLERK

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to bookkeeping/accounting.
- Experience as a bookkeeper or secretary preferred.
- General experience in accounts payable preferred.
- Computer skills and/or experience required, particularly in Microsoft Office products.
- Typing and/or keyboarding skills required.
- Ten-key by touch skills required.
- Working knowledge of standard office machines required.
- Communication and interpersonal skills.
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Business and Benefits

Department Supervisor(s)

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Accounts Payable Clerk:

The following responsibilities may be included for this position:

- Prepares accurate financial records.
- Reconciles accounts.
- Processes invoices for payment.
- Prints and distributes accounts payable checks.
- Maintains paid vendor files in compliance with retention policies.
- Trains and assists secretaries and other District personnel on accounting software regarding requisition entry, inquiry and other features necessary in processing expenditures.
- Monitors compliance with Board of Education policy and administrative procedures regarding expenditure of funds.
- Performs other responsibilities as necessary to carry out the functions of the office.

Terms of Employment:

Accounts Payable Clerks will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 6/2/2017

12. Accounts Receivable Clerk

ACCOUNTS RECEIVABLE CLERK

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to bookkeeping/accounting.
- Experience as a bookkeeper or secretary preferred.
- General experience in accounts receivable preferred.
- Computer skills and/or experience required, particularly in Microsoft Office products.
- Typing and/or keyboarding skills required.
- Ten-key by touch skills required.
- Working knowledge of standard office machines required.
- Communication and interpersonal skills.
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Business and Benefits

Department Supervisors(s)

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office.

Performance Responsibilities for Accounts Receivable Clerk:

The following responsibilities may be included for this position:

- Prepares accurate financial records.
- Reconciles accounts.
- Works with site specialists, program supervisors, and other District personnel regarding accounts receivable.
- Maintains accounts receivable information database.
- Responds in a timely manner to information requests.
- Enters new service agreement data into record-keeping system as they are received.
- Manages drops as they occur.
- Calculates and enters weekly invoices including any discounts.
- Enters special invoices as they occur.
- Receives payments daily from parents/DFS and accurately records necessary entries to credit those receivables.
- Prepares daily deposits for delivery to bank.
- Posts daily deposits to customer accounts.
- Generates and distributes monthly statements.
- Generates and distributes annual tax statements to parents.
- Monitors payment arrangements.
- Assists with NSF check collections.
- Answers telephones, transfers calls and takes messages.
- Performs other responsibilities as necessary to carry out the functions of the office.

Terms of Employment:

Accounts Receivable Clerks will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 6/2/2017

13. Administrative Assistant

ADMINISTRATIVE ASSISTANT

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred.
- Experience as a receptionist or secretary preferred.
- Computer skills and/or experience required.
- Typing and/or keyboarding skills required.
- Working knowledge of standard office machines required.
- Communication and interpersonal skills.
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Designated Superintendent

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for Administrative Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Administrative Assistant:

The following responsibilities may be included for this position:

- Completes documents and written communications for special district-wide projects
- Drafts district communications
- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates district-wide reports, as requested
- Assists in the coordination of District functions, special events and curriculum.
- Posts District information
- Submits technology work order requests for District staff
- Manages passwords for various software systems across the District
- Maintains current models and prices for technology purchases
- Processes requests for technology purchases
- Relays urgent technology needs to members of the technology staff.
- Drafts correspondence
- Trains clerical staff, as necessary
- Collects, compiles and enters student, payroll, time sheet, and other record-keeping data into computer databases
- Greets students, parents and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Administrative Assistants will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.25.15

14. Administrative Secretary

ADMINISTRATIVE SECRETARY

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred.
- Experience as a receptionist or secretary preferred.
- Computer skills and/or experience required.
- Typing and/or keyboarding skills required.
- Working knowledge of standard office machines required.
- Communication and interpersonal skills.
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Department Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for Administrative Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Administrative Secretary:

The following responsibilities may be included for this position:

- Completes documents and written communications for special projects
- Drafts district communications
- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates reports, as requested
- Assists in the coordination of District functions, special events and curriculum.
- Posts District information
- Submits technology work order requests for District staff
- Manages passwords for various software systems across the District
- Maintains current models and prices for technology purchases
- Processes requests for technology purchases
- Relays urgent technology needs to members of the technology staff.
- Drafts correspondence
- Trains clerical staff, as necessary
- Collects, compiles and enters student, payroll, time sheet, and other record-keeping data into computer databases
- Greets students, parents and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Administrative Secretaries will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

15. Attendance Secretary (Middle School and High School)

ATTENDANCE SECRETARY (Middle School & High School)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Principal

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Attendance Secretary:

The following responsibilities may be included for this position:

- Prepares monthly school reports, as required
- Assist as needed in preparing school report cards for printing and distribution
- Maintains daily attendance records for students
- Enters data into computer databases
- Maintain and updates student records, i.e. addresses, phone numbers
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Sorts, reads, and distributes office mail
- Performs secretarial duties, such as typing correspondence, etc.
- Performs other responsibilities as necessary to carry out the functions of the office
- Checks students in/out

Terms of Employment:

Attendance Secretaries will be employed for eleven month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8/7/15

16. Building Bookkeeper (High School)

BUILDING BOOKKEEPER (High School)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Building Bookkeeper:

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Prepares accurate financial records
- Reconciles accounts
- Enters purchase orders into Keystone System and matches to invoices
- Posts ledger entries for grants and accounts
- Analyzes financial reports to determine fund availability
- Answers telephones, transfers calls and takes messages
- Schedules meetings, makes travel arrangements and maintains appointment calendars
- Performs other responsibilities as necessary to carry out the functions of the office
- Collects and records fees and payments
- Prepares cash deposits

Terms of Employment:

Building Bookkeepers will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

17. Building Bookkeeper / Secretary

BUILDING BOOKKEEPER/SECRETARY

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training and/or bookkeeping preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Building Bookkeeper/Secretary:

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Prepares accurate financial records
- Reconciles accounts
- Enters purchase orders into Keystone system and matches to invoices
- Maintains student information database
- Verifies that employee time sheets are calculated accurately
- Posts ledger entries for grants and accounts
- Analyzes financial reports to determine fund availability
- Distributes scholarship information to students and employees
- Answers telephones, transfers calls, and takes messages
- Greets and provides information to parents, students, and guests warmly; functions as an ambassador for ISD
- Sorts, reads, and distributes office mail
- Schedules meetings, makes travel arrangements, and maintains appointment calendars
- Ensures office equipment is in working condition
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Building Bookkeepers/Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8/7/15

18. Building Bookkeeper / Secretary- Spanish Translation

BUILDING BOOKKEEPER/SECRETARY--SPANISH TRANSLATION

Qualifications:

- Fluency in English and Spanish written and oral communication required
- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training, languages, or bilingual communication preferred
- Bilingual work experience preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Supervising Program Staff and Building Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Building Bookkeeper/Secretary:

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Prepares accurate financial records
- Reconciles accounts
- Enters purchase orders into Keystone system and matches to invoices
- Maintains student information database
- Verifies that employee time sheets are calculated accurately
- Posts ledger entries for grants and accounts
- Analyzes financial reports to determine fund availability
- Distributes scholarship information to students and employees
- Answers telephones, transfers calls, and takes messages
- Greets and provides information to parents, students, and guests warmly; functions as an ambassador for ISD
- Sorts, reads, and distributes office mail
- Schedules meetings, makes travel arrangements, and maintains appointment calendars
- Ensures office equipment is in working condition
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Building Bookkeepers/Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

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19. Counseling Secretary

COUNSELING SECRETARY

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Principal

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Counseling Secretary:

The following responsibilities may be included for this position:

- Answers telephones, transfers calls, and takes messages
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Maintains calendar for counselors
- Assist with projects, as needed
- Sorts, reads, and distributes office mail
- Supervise student aide
- Maintain files for scholarship information
- Maintain forms used for daily office use
- Processes change of addresses
- Monitors return mail, address/residency verifications, residency affidavits
- Schedule college visits
- Assist with Senior Awards Night
- Generate Diplomas and Graduation Program
- Assist with Graduation activities
- Assist with preparation for testing (PSAT, PLAN, ASVAB, MAP, ACT/SAT)
- Work with various District programs offered
- Assist with budget preparation and checking in of supplies
- Assist with enrollment and withdrawal of students
- Performs secretarial duties, such as typing correspondence, ordering supplies, etc.
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Counseling Secretaries will be employed for eleven month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

20. District Bookkeeper for Early Education

DISTRICT BOOKKEEPER FOR EARLY EDUCATION

Qualifications:

- Minimum education of a college degree in accounting or comparable governmental bookkeeping experience
- School district bookkeeping experience preferred
- Financial and/or banking experience preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office Products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Deputy Superintendent or designee

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively

- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Submit initial physical upon hire and then every two (2) years
- Submit initial tuberculin screening upon hire
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for District Bookkeeper:

The following responsibilities may be included for this position:

- Prepares accurate financial records
- Reconciles general ledger accounts
- Reconciles and compiles monthly financial statements
- Reconciles all bank accounts monthly
- Daily posts district cash receipts
- Daily reconciles bank transactions
- Generates monthly warrant list of Accounts Payable checks for Board of Education approval
- Maintains listing of check number usage
- Performs follow-up for outstanding checks annually and submits to the State Treasurer those considered to be unclaimed property by state law
- Posts payroll to general ledger accounts
- Opens and closes accounting periods
- Trains and assists secretaries and other District personnel regarding cash receipts, journal entries, petty cash, and reports
- Assists with audit functions
- Assists with entry of journal entries
- Assists with entry of new chart of account numbers
- Assists with district personnel to monitor grant transactions and budgets for compliance with grant guidelines
- Submits initial physical upon hire then every two (2) years thereafter
- Submits initial tuberculin screening upon hire
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

District Bookkeepers will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

21. District Bookkeeper for Transportation

DISTRICT BOOKKEEPER FOR TRANSPORTATION

Qualifications:

- Minimum education of a college degree in accounting, bookkeeping or similar experience preferred
- Experience with payroll processing preferred
- Financial and/or banking experience preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office Products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Transportation

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Ability to operate a school bus when needed
- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Transportation District Bookkeeper:

The following responsibilities may be included for this position:

- Prepares accurate financial records
- Reconciles general ledger accounts
- Reconciles and compiles monthly financial statements
- Reconciles all bank accounts monthly
- Daily posts district cash receipts
- Daily reconciles bank transactions
- Generates monthly warrant list of Accounts Payable checks for Board of Education approval
- Maintains listing of check number usage
- Performs follow-up for outstanding checks annually and submits to the State Treasurer those considered to be unclaimed property by state law
- Processes and posts payroll
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Opens and closes accounting periods
- Trains and assists secretaries and other District personnel regarding cash receipts, journal entries, petty cash, and reports
- Assists with employment procedures, which may include gathering and reviewing employment applications, checking applicant references, scheduling interviews, preparing employment forms and ensuring new hire paperwork is completed
- Assists with audit functions
- Assists with entry of journal entries
- Assists with entry of new chart of account numbers
- Assists with district personnel to monitor grant transactions and budgets for compliance with grant guidelines
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Transportation District Bookkeepers will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8/7/15

22. District Receptionist Central Office

DISTRICT RECEPTIONIST CENTRAL OFFICE

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Directors of Human Resources

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for District Receptionist Central Office:

The following responsibilities may be included for this position:

- Answers all Central Office telephone calls, route calls to appropriate office, takes messages
- Greets and provides information to students, parents, and guests warmly; functions as an ambassador for ISD
- Performs bookkeeping tasks as related to petty cash account
- Collects, processes, ensures confidentiality, and completes database entry for all District volunteer background checks
- Generates reports as requested
- Performs secretarial duties, such as typing, correspondence, distributing mail, etc.
- Delivers metered mail to post office
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

District Receptionist Central Office will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 11.2.2016

23. District Secretary

DISTRICT SECRETARY

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Office/Department Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively

- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for District Secretary:

The following responsibilities may be included for this position:

- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates reports, as requested
- Assists in the coordination of district functions, special events, and curriculum activities
- Posts district information
- Drafts correspondence
- Assists with employment procedures, which may include gathering and reviewing employment applications, checking applicant references, scheduling interviews, preparing employment forms, and ensuring new hire paperwork is completed
- Trains clerical staff, as necessary
- Collects and ensures confidentiality of standardized tests taken by district students
- Collects, compiles, and does database entry of information, such as student data, payroll/timesheet records, and other record-keeping data
- Maintains student and employee files
- Greets and provides information to students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing, correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

District Secretaries will be employed for eleven or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8/7/15

24. District Secretary for Early Education

DISTRICT SECRETARY FOR EARLY EDUCATION

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Deputy Superintendent or designee

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Submit initial physical upon hire and then every two (2) years
- Submit initial tuberculin screening upon hire
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for District Secretary:

The following responsibilities may be included for this position:

- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates reports, as requested
- Assists in the coordination of district functions, special events, and curriculum activities
- Posts district information
- Drafts correspondence
- Assists with employment procedures, which may include gathering and reviewing employment applications, checking applicant references, scheduling interviews, preparing employment forms, and ensuring new hire paperwork is completed
- Trains clerical staff, as necessary
- Collects and ensures confidentiality of standardized tests taken by district students
- Collects, compiles, and does database entry of information, such as student data, payroll/timesheet records, and other record-keeping data
- Maintains student and employee files
- Greets and provides information to students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing, correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

District Secretaries will be employed for eleven or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

25. District Secretary for Adult Education & Literacy (AEL)

DISTRICT SECRETARY FOR ADULT EDUCATION and LITERACY (AEL)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Prior grant compliance and budget experience preferred
- Ability to obtain DESE certification in ACES data entry
- Advanced working knowledge of programs within the Microsoft Office Suite
- Working knowledge of district specific programs; i.e. MyProgram+, Workforce and Keystone Client, preferred
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Office/Department Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill

- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for District Secretary for AEL:

The following responsibilities may be included for this position:

- Monitor all grants related to AEL, ESL and Civics instruction for federal grant compliance
- Maintain fiscal responsibilities related to grants
- Submit documentation required for grants
- Work closely with staff in district Business Office to ensure grant and district compliance with regards to budgets
- Enter courses in MyProgram+ system for the Community Education Program
- Greets and provides information to partner agencies and students seeking knowledge about the program
- Registers customers for community education classes and provides students with local resources
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

District Secretary for ESL will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

26. District Secretary For English As Second Language (ESL)

DISTRICT SECRETARY FOR ENGLISH AS SECOND LANGUAGE (ESL)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Proficient in English and Spanish preferred
- Prior grant compliance and budget experience preferred
- Ability to obtain DESE certification in ACES data entry
- Working knowledge of programs within the Microsoft Office Suite
- Ability to learn district specific programs; i.e. Workforce and Keystone Client
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Office/Department Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill

- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for District Secretary for ESL:

The following responsibilities may be included for this position:

- Monitor all grants related to ESL and Civics instruction for federal grant compliance
- Maintain fiscal responsibilities related to grants
- Submit documentation required for grants
- Work closely with staff in district Business Office to ensure grant and district compliance with regards to budgets
- Greets and provides information to partner agencies, immigrants and refugees seeking knowledge about our program and will provide students with local resources
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

District Secretary for ESL will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

27. Executive Salary

EXECUTIVE SECRETARY

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Office/Department Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Executive Secretary:

The following responsibilities may be included for this position.

- Prepares and maintains District budgets and financials
- Drafts district communications
- Collects enrollment and attendance reports for each school and compiles for District reports
- Orders inventory, organizes equipment, and assists with Central Office needs, as necessary.
- Completes documents and written communications for special projects
- Drafts correspondence
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Executive Secretaries will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

28. Human Resources Assistant

HUMAN RESOURCES ASSISTANT

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Human Resources

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Human Resources Assistant:

The following responsibilities may be included for this position:

- Assists with various human resources activities, which may include posting job openings, tracking time off, verifying employment, conducting exit interviews and new teacher orientation, entering job applicant data into database, etc.
- Assists with employment procedures, which may include gathering and reviewing employment applications, checking applicant references, conducting interviews in conjunction with building administrators, preparing employment forms and ensuring new hire paperwork is completed
- Prepares monthly payroll
- Prepares teacher and administration contracts
- Places staff on appropriate salary steps annually
- Maintains personnel files
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Human Resources Assistants will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

29. Library Media Clerk

LIBRARY MEDIA CLERK

Qualifications:

- Missouri substitute teaching certification required
- Additional preparation and/or college work related to Library Media Centers preferred
- Experience in a library setting preferred
- Computer skills and/or experience required
- Excellent communication and interpersonal skills
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to: Building Principal

Job Goal:

Provide skillful and productive operation of the Library Media Center in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities:

- Performs various Library Media Center tasks
- Works cooperatively with the Library Media Specialist, teachers, administrators, parents, and other staff members to effectively support the library media programs and services
- Assists in the circulation of library resources by checking books in and out and keeping books shelved properly
- Operates computers, scanners, and the Library Automation System with a degree of skill
- Maintains files/records, statistical data, reports and other forms as assigned
- Answers telephone in a pleasant and respectful manner
- Deals courteously with visitors, parents, students and staff
- Assists in maintaining a positive, friendly atmosphere in the Library Media Center
- Responds in a timely manner to informational requests
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the position

Terms of Employment:

Library Media Clerks will be employed for nine-month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation.

HR 6.16.15

30. Office Clerk

OFFICE CLERK

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Principal, Department Administrator/Supervisor

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for Office Clerks:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill.
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

Terms of Employment:

Office Clerks will be employed for nine, ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

31. Payroll Clerk

PAYROLL CLERK

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits
- Experience as a receptionist or secretary preferred
- Experience in payroll and benefits preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Benefits/Business Services

Assistant Director of Benefits/Business Services

Business Office Supervisor

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery, and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Payroll Clerk:

The following responsibilities may be included for this position:

- Prepares accurate financial records
- Enters and maintains employee information into the employee database system
- Documents and shares payroll information needed for cash flow purposes
- Assists in coordinating payroll processes between departments throughout District
- Processes payroll including regular pay, exception pay, and timecard pay
- Prints payroll checks
- Processes direct deposit
- Maintains calendar of payroll periods and required payroll reporting
- Serves as the primary contact for timekeeping software regarding payroll processes
- Trains and assists secretaries and other District personnel regarding payroll procedures and timecard completion
- Monitors compliance with Board of Education policy and administrative procedures regarding payroll
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Payroll Clerk will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

32. Principal's Secretary / Building Bookkeeper (Middle School)

PRINCIPAL'S SECRETARY/BUILDING BOOKKEEPER (Middle School)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Principal's Secretary/Building Bookkeeper:

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Prepares accurate financial records
- Reconciles accounts
- Prepares bank deposits
- Enters purchase orders into Keystone System and matches to invoices
- Maintains staff information database for Principal
- Verifies that employee time sheets are calculated accurately
- Posts ledger entries for grants and accounts/journal entries
- Analyzes financial reports to determine fund availability
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls and takes messages
- Schedules meetings, makes travel arrangements and maintains appointment calendars
- Ensures office equipment is in working condition
- Enters leaves into SubFinder
- Handles all substitutes entering and leaving building
- Assists in preparation and coordination of special events, including honor roll and assemblies
- Cross trained to back-up and cover all other secretarial positions in building when needed
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Principal Secretary/Building Bookkeepers will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

33. Principal's Secretary (Elementary)

PRINCIPAL'S SECRETARY (Elementary)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Principal

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned.
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Principal's Secretary:

The following responsibilities may be included for this position:

- Performs budgetary and bookkeeping tasks, if elementary level
- Maintains general ledgers, which includes recording expenses
- Reconciles expenditure accounts and creates purchase orders, while considering budgetary constraints
- Prepares bank deposits
- Prepares monthly payroll sheets and submits to Central Office
- Takes inventory in collaboration with the school principal
- Have knowledge of all secretarial positions within building, including assisting with student enrollment and withdrawals
- Enters data into computer databases
- Generates reports, as requested
- Assists in the coordination of school functions and special events
- Sends student records to requesting transferring schools, if elementary level
- Coordinates and communicates information to students, staff, and the community
- Maintains employee and student files
- Maintains daily attendance records for students, if elementary level
- Assists the principal, as needed
- Supervises, trains and assigns duties to office personnel and student office workers
- Ensures office equipment is in working condition
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Sorts, reads, and distributes office mail
- Performs secretarial duties, such as typing correspondence, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the function of the office

Terms of Employment:

Principals' Secretaries will be employed for ten or eleven month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

34. Principal's Secretary (High School)

PRINCIPAL'S SECRETARY (High School)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Principal

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned.
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Principal's Secretary:

The following responsibilities may be included for this position:

- Maintains general ledgers, which includes recording expenses
- Reconciles expenditure accounts and creates purchase orders, while considering budgetary constraints
- Prepares monthly payroll sheets and submits to Central Office
- Takes inventory in collaboration with the school principal
- Have knowledge of all secretarial positions within building, including assists with student enrollment and withdrawals, cross train to back-up and cover all other secretarial positions when needed
- Enters data into computer databases
- Generates reports, as requested
- Assists in the coordination of school functions and special events
- Coordinates and communicates information to students, staff, and the community
- Maintains employee and student files
- Assists the principal, as needed
- Supervises, trains and assigns duties to office personnel and student office workers
- Ensures office equipment is in working condition
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Sorts, reads, and distributes office mail
- Performs secretarial duties, such as typing correspondence, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the function of the office

Terms of Employment:

Principals' Secretaries will be employed for ten or eleven month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8/7/15

35. Publications Clerk

PUBLICATIONS CLERK

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Facilities/Designee

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Publications Clerk:

The following responsibilities may be included for this position:

- Designs and prints forms as requested by District personnel
- Prints documents, such as newsletters, booklets and flyers, for the District
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Publications Clerks will be employed for ten, eleven, or twelve-month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 9.14.17

36. Purchasing Clerk

PURCHASING CLERK

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Department Administrator/Supervisor

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies

- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Purchasing Clerk:

The following responsibilities may be included for this position:

- Verifies total costs reported on purchase orders and invoices for payments by the Business Office
- Purchases supplies within budgetary and program grant constraints.
- Conducts inventory of supplies (food, office supplies, etc.).
- Maintains database for incoming work orders and janitorial supplies
- Enters purchase orders for vendor use
- Answers telephone, transfer calls and takes messages
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

Purchasing Clerks will be employed for ten, eleven, or twelve-month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 8.7.15

37. School / Building Secretary

SCHOOL/BUILDING SECRETARY

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills that can achieve high levels of customer satisfaction
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Principal/Department Supervisor

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests

- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for School/Building Secretary:

The following responsibilities may be included for this position:

- Prepares monthly school reports, as required
- Prepares school report cards for printing and distribution
- Collects and records activity fees and payments
- Coordinates information for school/building activities
- Enters data into computer databases
- Assists with the enrollment of students
- Maintains and updates student records and files
- Collects, complies, and enters student data, payroll, time sheets, and other record-keeping data into computer databases
- Maintains student and employee files
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

School/Building Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 7.28.15

38. School / Building Secretary (Middle School, High School, Early Education)

SCHOOL/BUILDING SECRETARY (Middle School, High School, Early Education)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills that can achieve high levels of customer satisfaction
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Building Principal/Department Supervisor

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District property
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for School/Building Secretary:

The following responsibilities may be included for this position:

- Prepares monthly school reports, as required
- Prepares school report cards for printing and distribution
- Collects and records activity fees and payments
- Coordinates information for school/building activities
- Enters data into computer databases
- Assists with the enrollment of students
- Maintains and updates student records and files
- Collects, complies, and enters student data, payroll, time sheets, and other record-keeping data into computer databases
- Maintains student and employee files
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

Terms of Employment:

School/Building Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 7.28.15

39. Transportation Discipline / Billing Clerk

TRANSPORTATION DISCIPLINE/BILLING CLERK

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable
- Must be able to pass school bus physical
- Ability to complete certification training as required by the State and district
- Ability to work with limited supervision
- Ability to maintain confidentiality and site security
- Must have the ability to work outside in all types of weather

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Office/Department Administrator

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

Performance Responsibilities for Transportation Discipline/Billing Clerk:

The following responsibilities may be included for this position:

- Assists with making and receiving telephone calls regarding student discipline issues.
- Reviews video of bus incidents to assist in student discipline process
- Generates and distributes invoices for Transportation related services, as directed
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Generates reports, as requested
- Drafts correspondence
- Collects, compiles, and does database entry of information, such as student data, and other record-keeping data
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing, correspondence, opening mail, ordering supplies, etc.
- Performs other responsibilities as necessary to carry out the functions of the office
- Perform duties of School Bus Attendant as necessary

Terms of Employment:

Transportation Discipline/Billing Clerk will be employed for ten (10) month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 12.22.17

40. Substitute Secretary

Substitute Secretary

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Reports to: Building Principal/Department Supervisor

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
 1. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 2. Deals courteously with visitors, parents, students, and staff
 3. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 4. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Substitute Secretary Evaluation Form

HR 08.07.15

41. Admissions Specialist (District)

Admissions Specialist (District)

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as an admission specialist, registrar, receptionist, or secretary preferred
- Computer skills and/or experience required
 - Knowledge of Excel Spreadsheets desirable
 - Knowledge of School Information Systems such as PowerSchool desirable
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Customer service, communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Student Data Management and/or designee

Job Goal:

Provide skillful and productive operation of the Admissions Center in order to assure a positive impact on the Independence School District's educational program and students' success.

Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill and accuracy
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned

- Performs duties to achieve high levels of customer service
 - Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 - Deals courteously with visitors, parents, students, and staff
 - Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 - Represents self, school and District positively
- Responds in a timely manner to informational requests
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties related to the maintenance of student records/database system

Performance Responsibilities for Admissions Specialist:

The following responsibilities are included for the position of Admissions Specialist:

- Pull records from the online registration system and create admissions appointments for incoming ISD students
- Work with families to enroll new students to the ISD and gather required records and documents including, but not limited to, demographic data, health and home language information, attendance data, disciplinary records, special education/504 records.
- Request records for incoming ISD students
- Verify residency of all incoming ISD students
- Assignment of school locations
- Accurate data entry of all student information into the student information system
- Finalize the withdraw of students from the school district, which may include verifying with parents to ensure withdrawal is appropriate, pulling permanent student records, and completing required paperwork and student information system updates
- Creation of student files/cumulative files - digital
 - Previous grade entry
 - Preparation of grade information for performing class ranking
 - Data entry of student transcripts
- Processes Graduate Files transferred from Central Office
 - Sends all final transcripts of graduates to respected colleges/universities
 - Prepares files within the database system to be moved to Graduated Student status at year end
- Verifies storing of grades in school buildings
- Verifies student graduation dates, sends transcripts and student records to requesting entities, such as colleges or transferring schools
- Assists with master schedule development for district schools
- Assists with annual course enrollment at the secondary level
- Preparation of files (digitally) to move to next school at end of the year
- Data entry of all standardized testing for each student within database system
 - EOC, ACT, SAT, COMPASS, ASVAB, STAR, District Benchmarks etc.
- Collection and maintenance of MSIP data for district analysis

- Export records for needed data for district personnel and building administrators
- Assist in verification and certification of core data upload files for the Missouri Department of Elementary and Secondary Education
- Completion of other duties as assigned by the Director of Student Data Management or his/her designee

Terms of Employment:

Admission Specialists will be employed for twelve-month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 9/11/15

III. Salary Scales

42. Office Personnel Salary Scales

To view the 2020-2021 Office Personnel Salary Scales, please visit: https://www.isdschools.org/hr/employee_handbook/2020-2021/salary_schedules/index.html#office_personnel

IV. Employment Calendars

43. Office Personnel Employment Calendars

To view the 2020-2021 Office Personnel Employment Calendars, please visit: https://www.isdschools.org/hr/employee_handbook/2020-2021/calendars/index.html#office_personnel