

USD 248 Central Office Secretary Vacancy:

Girard USD 248 is accepting applications for a Central Office Secretary Position. This position serves at the capacity of the superintendent and is housed in the USD 248 Board Office. Candidates must be friendly and display outstanding people skills. Experience using the MACS/MAPP Accounting System is preferable, but not required. Listed below are some of the general duties of this position.

- *Provide clerical and administrative support for the Superintendent.
- *Freedom of Information Officer.
- *Greet visitors and staff as they come into the board office and assist them as needed.
- *Assist with HR/ Accounts Payable/ Payroll.
- *Place and receive phone calls and distribute to appropriate personnel.
- *Sort and distribute daily mail, and handle all incoming and outgoing shipments for the district. Make copies of the packing slips for Accounts Payable.
- *Work up purchase orders and place the orders to the specified vendor. Keep a log of all purchase orders and give a copy to Accounts Payable. Scan and send a copy of the purchase order to the Building Principal and staff who requested the order.
- *Make travel accommodations for staff when needed.
- *Track status for all licensed personnel and help with license renewals.
- *Manage all District Mail.
- *Maintain files on each employee.
- *Assist the Superintendent with the EDCS report and submit.
- *Manage the Substitute Teacher hiring procedures.
- *Reserve board room for various meetings.
- *Oversee School Specialty Orders for all staff.
- *Keep records and file with the Clerk of the District Court for various Scholarship Funds.
- *Organize various district events.
- *Place all orders for Sports and First Aid bids from Greenbush.

Application Process:

Applicants should apply on-line at girard248.org. A completed application will include a cover letter, resume, and three current references. **This position will remain open until filled. The closing date for this application may end early if the district identifies a highly qualified candidate.**

Benefits: 403b match, KPERS retirement, Salary Protection, Life Insurance, Paid Holidays, Vacation Days and Sick Leave Days.

Salary Range: \$28,000 - \$35,000 range depending upon experience and background.

Any additional information should be directed to:

Blaise Bauer
USD 248 Superintendent
620-724-4325
bbauer@girard248.org