

## **Description**

The Ballard R-II School District is seeking candidates for a District Secretary. The District Secretary provides administrative and clerical support to ensure the efficient operation of the school office. This role serves as the first point of contact for students, parents, staff, and visitors, and requires strong organizational, communication, and customer service skills. This position is a full-time position, with a 10-month contract. Ballard is a small, rural district with approximately 105 students, located between Adrian, MO and Clinton, MO on 18 highway; within 45 minutes south of the KC metro area and 20 minutes west of Truman Reservoir.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serve as administrative support for district administrators so that school operations run smoothly
- Manage phone calls, emails, correspondence, and visitor inquiries in a professional manner
- Maintain district records, files, and confidential documents in compliance with policies and regulations
- Prepare, type, proofread, and distribute reports, memos, agendas, and correspondence as needed
- Schedule meetings and appointments as needed
- Maintain student records, enrollment, attendance, and data entry in the student information system (SIS)
- Assist with emergency communication and response procedures
- Prepare cash receipts and weekly deposits
- Answer and direct phone calls, emails, and other correspondence
- Manage calendars and school events
- Maintain office supplies
- Ability to work independently and also as part of a team
- Monitor student sign-in/sign-out procedures and visitor logs
- Assist in state reporting
- Other duties as may be assigned

## **KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

- High school diploma or GED
- Previous office or school administrative experience preferred
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office, Google Workspace, and student information systems
- Ability to multitask and prioritize in a fast-paced environment
- High level of discretion and professionalism
- Strong customer service and interpersonal skills
- Attention to detail and accuracy
- Cash handling

## **Other information**

Send your completed packet (letter of interest, resume, completed support staff application-found on our website) to Stephanie Nold, Principal via email or US Mail to the following: snold@ballard.k12.mo.us or 10247 NE State Rt. 18 Butler, MO 64730. You may also hand deliver your application to the address listed. Additionally, please follow up with a phone call to ensure your application has been received at 816-297-2656 x102 or if you have questions about this position please call. The position will be open until filled. Ballard R-II School District is an equal opportunity employer. [www.ballardr2.net](http://www.ballardr2.net)