



## Ogilvie Public Schools – ISD 333

333 School Drive

Ogilvie, MN 56358

Phone: 320-272-5000 Fax: 320-272-5072

Kathy J. Belsheim, Superintendent 320-272-5075

Suzanne Davis, 7-12 Principal 320-272-5005

Benji Besser, Activities Director 320-272-5040

Ryan Koenigs, Pre K-6 Principal 320-272-5055

Brooke Stulc, Business Manager 320-272-5077

To: All Interested Applicants

From: Sue Davis, *High School Principal* and Kathy Belsheim, *Superintendent*

Re: Posting of Vacancy

Date: May 26, 2023

Posting Period: Deadline June 15, 2023

**Position Available:** Ogilvie Public Schools District High School Secretary

**Responsibilities include:**

1. Serves as a welcoming receptionist by greeting visitors, answering telephone calls and emails and processing mail; answers questions or directs to appropriate staff, corresponds with teachers, students, parents and community members.
2. Creates, manages, and updates student information records and announcements.
3. Develops and maintains student information in multiple software programs.
4. Completes state reporting for high school students/courses as required.
5. Maintains student and family privacy data and confidentiality, including childcare authorization forms, court-related documents and confidential student, family and staff records.
6. Prepares, processes and prints report cards and letters; sends transcripts as requested.
7. Assists with substitute and employee absence management systems and finding substitutes to cover employee absences.
8. Accepts, collects and processes payments for school fundraisers, activity tickets, preschool and community education payments, or other monetary collections related to the school.
9. Organizes and schedules building usage requests, processes building usage forms and bills departments/organizations as needed.
10. Places school orders for office and meeting supplies, graduation materials and other school-related items as requested.
11. Performs other related duties as assigned by principal and superintendent.

**Job Description:** Available upon request

**Qualifications:** High School Diploma; some post-secondary or school secretary experience preferred.

**Hours:** approx. 1770 per school year:

- 9.75 hour work days during school year (147 student contact days)
- Ogilvie educates within a 4-Day School Structure - Monday is the typical non-school day.
- approximately 200 summer hours (flexibility between the two secretaries)
- 10.5 paid holidays

**Salary:** TBD - based on qualifications and experience

Application Procedure: If interested, please send your application (found on District website at [www.ogilvie.k12.mn.us](http://www.ogilvie.k12.mn.us)), resume, transcripts, letter of interest and three reference letters to Teri Belsheim at [tbelsheim@ogilvie.k12.mn.us](mailto:tbelsheim@ogilvie.k12.mn.us) or 333 School Drive, Ogilvie, MN 56358.

“Ogilvie Public Schools is an equal opportunity provider and employer.”