

USD #483 - Current Job Openings:

(updated 12/5/2025)

District Secretary/Food Service Support Responsibilities - FILLED

1. Food Service support:

- a. Complete the food service letters for families as soon as the list comes out (usually 1st week of July)
- b. Keep direct certifications up to date throughout the year
- c. Complete the monthly claims for the food service program/reimbursement.
- d. Titan is the lead program when reviewing Free/Reduced status of students
 - i. PowerSchool has to match Titan program
 1. Communicate with the building secretaries and check in with them as needed
 2. Create billing/family account in Meals (Check with KES about any preschool siblings that need to be added to already created family accounts)
- e. Update the meal eligibility letters, verification letters, and any state letters needed to be updated and uploaded to the state for approval prior to the new school year.
- f. Monthly claims to state 1st week of each month and expenses claim after board meetings.
- g. Work with the Food Service Director on staff trainings, school grants opportunities, ordering for elementaries, helping the head cooks out with their monthly reports,
- h. On site audits with the food service director in fall and spring time.
- i. Have a good communication relationship with the head cooks and kitchen staff.

2. District Secretary:

- a. Help with central office paperwork as needed/requested by the Board Clerk.
- b. School Calendar - needs to be completed and proofed/approved by principals, ADs & others before school is out in May and then sent to the printer.
- c. Inservice/Enrollment

- i. Enrollment letter - Needs to be checked/double checked & ready before the end of school, with the exception of the meal prices.
 - 1. Mailed out to parents no later than July 15th
 - ii. Work the 4th desk at enrollment, as needed to help with enrolling students
- d. Begin preparing for the audit directly after inservice and the start of school.
 - i. Review the shared Google doc - "Items to check for Sept 20th Reports"
 - 1. Update as needed and share with the building secretaries
 - ii. Communicate with secretaries to remind and encourage them to start early on their preparation
 - 1. Check in on them to see if they have questions
 - iii.
 - 2. Help with state reports as needed/requested by the Board Clerk
- e. PDC/Licensure agent for teachers & KSDE:
 - i. Update teacher licenses binder as needed
 - 1. Order of docs should be - one behind the other
 - a. Teacher license
 - b. ESOL plan (if on one)
 - c. Transition to Teach plan (if enrolled)
 - d. Teacher's PDC plan (everyone should have one - teachers get a new plan when they renew their license)
 - ii. Send out reminder emails to teachers 5 months in advance of renewal - 2 to 3 times per year
 - 1. Check Summer expirations and send reminders to teachers in mid May.
 - iii. Update PDC transcripts according to KSDE requirements
 - 1. Update as they come in - don't wait
 - iv. Update PDC plans as needed and keep current
 - 1. Every time a teacher renews their license, they start a new PDC plan
- f. Learn PowerSchool/Cover for a building secretary, if ever needed - You need to know what a secretary would know and how to help them when they don't know.
 - i. Learn the DDA side of PowerSchool
 - ii. Rollover for next school year (make sure HS counselor is ready to rollover first).
 - iii. Know how to set up the calendar year for the schools in PowerSchool

- iv. Online enrollment- Ecollect & Enrollment Express- (update forms, send out to parents, and set up for secretaries to receive the forms)
- v. Enroll and exit a student
- vi. How to delete a student (different than exiting)
- vii. Enter attendance and notes
 - 1. Know what NOT to include in an attendance report
 - a. Activity absences, etc. (talk to secretaries if not sure)
- viii. How to add or remove fees for students/family
- ix. Communicate with the school secretaries weekly
 - 1. They should communicate with you anytime they enter or exit a student (recommended weekly)
- x. Learn how to close the day in the lunch program (if a secretary is gone)
- xi. Learn how to put money on a student account in the meals program
- g. Learn the KIDS Data collection system
 - i. Upload a student from PowerSchool to enter or exit from our school
 - ii. Know how to do the EOY reports and upload to KIDS
- h. Learn how to navigate Software Unlimited (SUI)
 - i. How to add a new vendor correctly;
 - 1. Requisitions
 - 2. Time cards
- i. Learn to complete district vehicle mileage/maintenance paperwork
- j. Attend any needed workshops/trainings (some travel may be required)

Substitute Cooks for all schools: OPEN

Qualifications:

- i. A desire to work with children and knowledge of cooking for large groups.
- ii. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
- iii. Health certificate and negative TB test required.

Job Goal: To work as needed/specified by the head cook.

Requirements/Responsibilities:

- iv. Assist the head cook in preparing and serving meals to students.
- v. Help create a positive work environment, while maintaining cleanliness.
- vi. Cooperate with the staff in operation of the kitchen.
- vii. Perform any tasks the head cook requires or asks to be done.

To Apply:

- viii. Contact Michele Linaweaver, district food service director, at 620-563-7292 or Angelica Chavez, district board clerk, and submit a district application to the central office.
- ix. You may also contact the principal of the specific school building.

Substitute teachers (Daily and/or Full time): OPEN

a. Qualifications:

- x. Current Kansas substitute teaching license or teacher license.
- xi. Be willing to work with and assist students in the classroom.

b. Requirements/Responsibilities:

- i. Carry out the daily lesson plans provided by the teacher.
- ii. Create a positive learning environment.
- iii. Manage classroom behavior and encourage student participation.
- iv. Complete daily attendance reports for each class.
- v. Supervise students in and out of the classroom, as specified by building principal.

c. Pay:

- xii. Certified daily substitutes are paid \$126 per day.
- xiii. Full time substitutes (work everyday) are paid \$150 per day.
 - 1. Must be willing to substitute in any building at any time.
 - 2. Will be assigned to a specific school as a “home building”.
 - 3. When not subbing, full time substitutes are expected to help in their home building as the principal determines.
- iii. Benefits: Benefits are not offered with this position.
- iv. For information or questions please contact:
Dan Frisby, Supt. at 620-563-7102 or email at dfrisby@usd483.com or reach out to any building Principal.
