



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

## School Secretary

### Primary Function

To assure the smooth and efficient operation of the school office in support of services to children and their families.

### Organizational Relationships

The School Secretary reports directly to and assists the building administration.

### Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle staff and student information with confidentiality.

### Performance Responsibilities

1. Greet all visitors courteously and direct them to the proper party.
2. Answer phones, direct calls and assist as needed with courtesy and professionalism. Screen and forward or respond to messages on the school general mailbox. Change greetings on voicemail and email as needed.
3. Report the presence of any visitor who bypasses the reception desk or any suspicious activity to the police.
4. Respond to requests for information and answer questions in accordance with district policy.
5. Work effectively with staff members, students, and community members.
6. Maintain a neat and attractive school office area. Order and maintain building supplies as needed.
7. Maintain confidentiality, assist teachers and other staff as directed by the Building Principal.
8. Prepare and create requested documents and spreadsheets, including entry of data and generating reports from various applications (e.g. student information system). May 21, 2021



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9. Process purchase order requests; check-in and route incoming orders.
10. Maintain student records in accordance with School Code and Board of Education policy.
11. Register new and returning students. Process transfer in and transfer out of students.
12. Prepare bus passes, register students for transportation, and communicate transportation information with families.
13. Prepare reports, correspondence, newsletters, as necessary. Maintain the school online calendar.
14. Generate Daily Staff Attendance report for the school from Aesop. Greet and support daily substitute teachers. Procure substitutes in anticipation of absences and manage uncovered positions.
15. Maintain a regular filing system and process incoming correspondence as instructed.
16. Coordinate maintenance of office equipment such as copy and phone systems.
17. Perform bookkeeping tasks associated with this position, including processing cash for deposit, monitoring student activity and purchase order accounts.
18. Provide coverage for the nurse's office and assist with communicating with families regarding illness, injury or other health needs.
19. Assist the nurse with the completion of student attendance reports and follow up on student absences.
20. Practice minimal first-aid as required, in the absence of the nurse.
21. Perform other duties and responsibilities as may be assigned by the building administration.

## **Terms of Employment**

12-month position (260 work days) or 10-month position (200 work days). Salary and work year determined by the Board of Education

## **Performance Evaluation**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.