



JNR Building Secretary Position Description

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

GENERAL SUMMARY

Cotter Schools is seeking applicants for a secretary to work in our John Nett Rec building. The JNR Building Secretary performs an essential role in the function of Cotter Schools by completing a variety of clerical, supportive, and administrative duties. This individual fully supports the mission of Cotter Schools and works directly with students, parents, staff, and administrators to ensure a positive and safe learning environment for all.

RESPONSIBILITIES & DUTIES

1. Takes daily attendance, leads daily announcements and prayer for the building
2. Schedules and monitors all substitute teachers needed in the classrooms
3. Performs daily tasks including but not limited to dispensing medicine, assigning passes, administering to the needs of sick students, filings, communications between school and families, etc.
4. Provide assistance to students who are struggling or have questions
5. Maintain confidentiality
6. Maintain a safe working and learning environment
7. Enforce Cotter Procedures and Policies as outlined in the Student Handbook
8. Create, maintain and enter accurate records in FACTS SIS
9. Organize, promote, and set up some annual tasks such as ordering planners, assigning lockers, school picture day, special events during Back to School Week, Homecoming, Winterfest
10. Manage school process and procedures to ensure compliance
11. Work with new students and parents to help them become familiar with the building and Cotter Schools
12. Coordinate, monitor, and report on school safety procedures
13. Other tasks as assigned

QUALIFICATIONS AND SKILLS

- Possesses strong communication skills and can work well with others
- Demonstrate strong organizational and multitasking skills
- Maintain confidence related to data privacy and student issues
- Competency with databases
- Experience working with students in a supportive manner

BENEFITS

- This is a 10-month position, with an hourly schedule that coincides with the academic school year. The daily schedule is 6:30am-3:00pm with an unpaid lunch break.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
 - 50% off for grades K-12, 20% off for early childhood education & childcare

TO APPLY

Please send an e-mail with a resume and cover letter to:

HR Manager, Search@cotterschools.org