



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

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

Pre-K Secretary

Primary Function

Provide secretarial support to the Pre-K program and serve as the District Office receptionist.

Organizational Relationships

The PreK School Secretary reports directly to and assists the Pre-K Coordinator.

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.
- Fluency in a second language, preferred

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 and an administrator.
4. Respond to requests for information and answer questions in accordance with district policy.
5. Maintain a neat and attractive “public ready” entrance, reception, and office area.
6. Maintain confidentiality, assist teachers and other staff as directed by the Pre-K Coordinator
7. Prepare and create requested documents and spreadsheets, including entry of data and generating reports from various applications (e.g. student information system).
8. Process purchase order requests; check-in and route incoming orders for Pre-K.



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9. Manage incoming and outgoing US Mail, interoffice mail, and deliveries for the District Office. Ensure that mail and packages are delivered to the appropriate department and/or staff mailbox.
10. Manage the District online public view calendar and communicate approved public view calendar events to individual schools.
11. Maintain PreK student records in accordance with School Code and Board of Education policy.
12. Register new and returning Preschool for All and Tuition students. Process transfer in and transfer out of students.
13. Monitor and support grant compliance by adding students to the waitlist and ensuring student folders meet compliance requirements.
14. Support tuition families to set up online payment and apply fees as needed.
15. Prepare Pre-K welcome packets, including building specific information bus/walker tags, and vehicle signs.
16. Prepare reports, correspondence, newsletters, as necessary. Maintain the PreK online calendar.
17. Generate Daily Staff Attendance report for Pre-K absences and circulate to PreK department.
18. Maintain a regular filing system and process incoming correspondence as instructed.
19. Serve as backup for: scheduling and usage of shared spaces; finger-printing, badges, and community schools departmental needs.
20. Perform other duties and responsibilities as may be assigned by the PreK Coordinator.

Terms of Employment

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

Performance Evaluation

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

November 18, 2022