

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Secretary, Innovations & Options
Date Prepared or Last Modified: December 2021
Work Year: 10 Month
Department: Innovations & Options
Reports To: Principal

SUMMARY: Collaborate with the Principal to coordinate, organize, and manage his/her daily activities, the effective operation of the office, and the daily activities of the school. Serve as the public relations liaison between the Principal/school and administrators, staff, students, parents, public, and community. Perform administrative and secretarial activities including student database management, office management, records maintenance, and financial recordkeeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 25% Serve as the public relations liaison for the office by greeting and screening visitors, students, and staff; answer questions; provide materials and information; and direct them to various locations in the building. Answer telephones; provide information as necessary, and route calls to appropriate individuals.
- D 20% Provide administrative support by managing the Administrator's calendar, including coordinating meetings, appointments, and emergency situations. Screen incoming emails and voicemails when needed.
- W 10% Maintain and reconcile school financial records with financial reports from the central finance department; prepare requisitions and requests for payment; review actual versus budgeted expenses from reports to determine budget status; and report this information to the principal.
- D 7% Monitor certified and classified staff absences through the automated SubFinder system to ensure coverage in all classrooms daily. Provide schedules, keys, lessons, and security to substitutes. Coordinate coverage for teachers in emergencies or when no substitute is available.
- M 3% Review for accuracy the classified employee time through the timekeeping system and make any necessary corrections. Review and approve classified staff payroll and notify payroll when it is complete. Proof, verify, and maintain monthly substitute report, leave requests, and supplemental pay forms; classified time records; and professional leave reports.
- W 10% Manage P-Cards for all users in the building. Monitor purchasing, reconcile and audit P-Cards statements monthly. Maintaining P-Cards statements on file and submitting statements to the Finance Department as requested.
- W 5% Collect and record money from various school programs and events, prepare deposit slips, and forward money to the district finance office. When necessary, take coins to the bank for deposit. Oversee the school's petty cash fund, including issuing money, collecting receipts, and requesting fund reimbursement.
- M 10% Track student information and generate reports for annual October Count enrollment, perfect attendance, Honor Roll lists, and other reports as necessary.
- M 1% Coordinate graduation with counselors and administrators, including senior letters, diplomas, and all aspects of the graduation ceremony.
- M 3% Implement Crisis Management procedures during a crisis situation and evacuation. Actively participate on the Crisis Management Team involved in student safety.
- W 1% Serve as a liaison for building maintenance requests and enter maintenance and technology work orders on all building equipment as needed. Schedule usage of building space for various meetings, conferences and other events. Distribute, monitor, and maintain building keys.
- W 1% Manage the ~~In-Touch~~ Blackboard communications system. Create call lists and dialer messages and then schedule them to be sent out.

Ongoing 4% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent, plus specialized courses in office management, secretarial, word processing, spreadsheet creation and maintenance, computer, and bookkeeping skills.

EXPERIENCE: At least two years of secretarial experience in a secondary school.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires strong oral and written communication; interpersonal relations; basic math and accounting; personal computer, keyboarding and word processing; and customer service and public relations skills. The ability to manage confidentiality in all aspects of a job; manage multiple priorities; manage multiple tasks with frequent interruptions; and diffuse and manage volatile and stressful situations.

CERTIFICATES, LICENSES, & REGISTRATIONS: First Aid, CPR and medication dispense certifications within 3 months of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: Directly supervises office paraprofessionals and various substitutes on a daily basis. Supervisory responsibilities include: directs and guides work; addresses complaints and resolves problems; trains employees; and assists supervisor with interviewing and hiring. Responsible for appraising performance; completes the performance appraisal and submits it for approval.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, kneel, crouch or crawl. The employee frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to copy, compute, and evaluate. Frequently required to compare, analyze, communicate, coordinate, use interpersonal skill, negotiate and compile.