

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Building Secretary** Reports To: **Building Principal**
 Pay Schedule/Range: **Outlined in MESP Bargaining Agreement** FLSA Status: **Non Exempt**
 Prepared/Revised Date: **January 2023** Work Year: **256 or 200 Days**

SUMMARY: The Building Secretary ensures the smooth and efficient operation of the school office so the maximum positive impact on the education of children can be realized.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Perform all basic secretarial tasks including answering phones, receiving mail and packages and filing.
2. Welcome visitors and guests and maintain office security by following safety procedures and controlling access via the reception desk (maintain visitor log, issue visitor badges and monitor log book).
3. Assist with the maintenance of school records and files, and the preparation of required reports in accordance with the State of Illinois, Board of Education and District policies and procedures, and specified building requirements.
4. Order office supplies, keep inventory of stock, keep updated records of office expenses and costs, and ensure that the reception area is presentable, with all necessary stationery and material (e.g. pens, forms, brochures, etc.)
5. Maintains a daily teacher attendance log, and all related records for substitute teachers, staff and building administrators
6. Assist with all procedures related to student registration, residency requirements, transportation services, and the establishment, maintenance or transfer of student record files.
7. Responsible for the daily hot lunch program which includes the collection of lunch count and record-keeping (Grade School only).
8. Prepare and process student attendance reports.
9. Prepare and process student report cards and attendance reports.
10. Provide general secretarial assistance for the building staff and school public, as specified, scheduled and defined by the Principal.
11. Assume other related duties and responsibilities as may be assigned by the Principal.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- Associate Degree in Secretarial Science preferred
- Minimum of 1 year of secretarial experience (supporting education, preferred)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Pre-employment medical examination required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	Position Title
	Building Administration

Direct Reports:	Position Title	# of Employees
	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: 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 compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.