

Position: Junior High School Secretary

Job Summary: The Junior High Secretary is responsible for supporting the school's administrative functions by managing clerical tasks, coordinating schedules, and maintaining organized records. This role includes preparing reports, overseeing student enrollment, scheduling school facilities, and managing student lockers and the Student Management software. The secretary serves as a central contact for students, parents, staff, and visitors, ensuring positive public relations and efficient service.

Qualifications/Minimum Requirements:

1. High School Diploma or Equivalent
2. Associate Degree or Some College
3. Coursework Specialized Certifications preferred
4. Relevant Experience in office settings, particularly in educational or school environments.
5. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
6. Ability to complete database, spreadsheet, and word processing tasks.
7. Knowledge of necessary secretarial skills.
8. Maintain a professional appearance.
9. Communicate professionally with others- be tactful and emotionally and physically able to perform the duties required.
10. Good command of the English language.
11. Ability to work with and in the presence of children and to multitask.
12. Have basic knowledge of first aid and health room practices.

Reports to: Building Principal or Assistant Principal (where applicable)

Responsibilities:

- Support school operations and perform general office duties, including typing, copying, faxing, answering phones, and basic computer tasks.
- Maintain positive public relations by greeting and assisting students, parents, staff, and visitors.
- Coordinate scheduling for school facilities, staff appointments, and student assignments, including managing lockers and assisting with the master schedule.
- Assist in the registration process and maintain accurate files, records, and reports, including district and state reports and the Student Management software.
- Manage and distribute school supplies, materials, mail, and equipment, including distributing keys to authorized personnel.
- Collect, document, and forward monies as required to the appropriate office.
- Provide administrative support to the principal and assist staff and volunteers as needed.
- Prepare and distribute various school communications, including progress reports, student report cards, and athletic program publications.
- Oversee the check-out process for teachers at the end of the school year and ensure accurate record-keeping.
- Administer minor first aid, assist with health room procedures, and supervise students when necessary.

- Support additional tasks as assigned to ensure the smooth daily functioning of the school.

Terms of Employment: 210 days and 8 hours per day

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.