TITLE: **SCHOOL SECRETARY – ECC, ES, IS, MS**

QUALIFICATIONS:
A true interest in the operation of a school, and is willing to become involved in procedures, etc. that make for an efficient office with a professional atmosphere.
Trustworthy and capable of maintaining confidential information in a professional manner.
Maintain an effective positive working relationship with students, parents, other employees and the general public.
Possess capable skills in typing, computers, business practices, business English, filing and spelling.
Minimum education level of high school graduate.

REPORTS TO: Building Principal and/or other designated administrator

JOB GOAL: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.

2. Receives and routes incoming phone calls; receives, sorts, and delivers all incoming mail; receives and delivers interoffice written communications; and receives and assists all visitors to the building.

3. Contacts substitute teachers and in-house subs in an emergency situation (ES, IS, MS). High School contacts all substitute teachers for pre-arranged absences; the teachers' calling substitute will be contacted for after-hour emergency situations.

4. Maintains teachers' daily absentee records and substitute teacher records.

5. Assists teachers in preparing instructional materials and any other office related jobs as needed per building.

6. Orders and maintains office supplies as needed per building.

7. Prepares all school purchase orders for building staff.

8. Maintains the activity fund account including but not limited to writing checks, depositing monies, and bank reconciling. Maintains books and other related information for yearly audit.

9. Maintains the care of office equipment (fax machine, copiers, printers, etc.) such as assisting personnel, ordering supplies and calling for repairs.

10. Maintains student records including but not limited to scheduling, generating grades, attendance as needed per building.

11. Assists with registration procedures and related fees.

12. Assists cafeteria department as needed per building.

13. Assists the athletic director as needed as per building.

14. Maintains records for scholarship memorial funds. (HS only)

15. Obtains, gathers, and organizes pertinent data relevant to preparing the district calendar. (HS only)

16. Assists the Transportation Department as needed per building:

    a. Answers telephones, takes messages, and directs calls to the proper transportation personnel;
    b. Types transportation related correspondence;
    c. Processes transportation-related mail;
    d. Maintains student records for the Resident Pupils Transported Worksheet (ISBE 50-25), or a similar district-designed database;
    e. Maintains records for the Reimbursable Field Trips Worksheet (ISBE 50-25A), or similar district-designed database;
    f. Maintains records for field trips and extra-curricular trips;
    g. Reviews information received from bus drivers for accuracy;
    h. Assists parents and district staff with route information; and/or
    i. Prepares transportation purchase orders.

17. Performs other such reasonable duties as assigned by the building principal or his designee.

TERMS OF EMPLOYMENT: The length, terms and conditions of the individual employment contract will be determined annually by the Board of Education upon recommendation by the Administration. Other benefits and work conditions are as per established Board of Education policies and Educational Support Staff Handbook.

EVALUATION: Performance will be evaluated by the Administration in accordance with the Board policy on evaluation of the Educational Support Staff personnel.