TITLE: **HS STUDENT SERVICES SECRETARY**

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 effective working relationships with students, parents, other employees, and the general public.
Possess capable skills in computers, typewriting, business practices, business English, filing and spelling.
Minimum educational level of high school graduate.

REPORTS TO: Building Principal and/or other designated administrator

JOB GOAL: To assist with 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. Assists in receiving and routing incoming phone calls; receiving, sorting, and delivering incoming mail; receiving and delivering interoffice written communications; and receiving and assisting visitors to the building.

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

4. Assists in maintaining teachers' daily absentee records and substitute teacher records.

5. Maintains student records including but not limited to scheduling, generating grades, and attendance. Manages student permanent files during and after graduation.

6. Assists the building principal and/or other designated administrator by maintaining incident records involving student discipline, accidents, and transportation.

7. Assists with registration procedures.

8. Manage various student data elements such as: assigned parking spaces, locker and combination information, student demographic information, athletic and activity rosters, etc.

9. Collects required information for student activity groups such as National Honors Society, Student Council, Class Sponsors, etc.

10. Maintains student attendance, including Mental Health Days, College Visits, and attendance from Grundy Area Vocational Center.

11. Communicate student attendance to staff report halfway through the day and at the end of the day.

12. Run various reports, including but not limited to GAVC, college course, Coaler Academy, On Track letters, Back to School notices and monthly attendance.

13. Uploads requested data sets from Powerschool to ISBE such as teacher and student course assignments, attendance, and discipline records.

14. Coordinates information for students enrolled at Grundy Area Vocational Center including course placement, attendance and discipline records

15. Provide transcripts, education verification and other student information to colleges, insurance companies, military, and employers.

16. Assists student services staff in managing student visits and meetings

17. Assists the Athletic Director as needed.

18. Assists students with health tasks such as access to medicines and the health aide.

19. Assists cafeteria department as needed.

20. 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. Maintains radio contact with the bus drivers during transit time in case of problems or emergencies

21. Performs other such reasonable duties as assigned by the building principal and/or other designated administrator.

TERMS OF EMPLOYMENT: The length, terms, and conditions of the individual employment contracts 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 the Educational Support Staff Handbook.

EVALUATION: Performance will be evaluated by the building administrator in accordance with the Board policy on evaluation of educational support staff.