

# 215- DAY SECRETARY

## **QUALIFICATIONS:**

- Demonstrate above average clerical skills, abilities and aptitude for utilization of varied computer software and hardware including but not limited to: E-mail, Internet, MS Office, MS Access, Excel Spreadsheet, Powerpoint, Desktop Publishing (Adobe Products)
- Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work assignments
- Excellent public relations skills including courteous, tactful and good verbal communication skills
- Ability to maintain self-control and complete tasks with frequent interruptions
- Proven ability to work independently and self-motivated; also work cooperatively with others
- High school diploma

## **REPORTS TO:**

**Direct Supervisor:** Building Principal

## **VISION:**

The secretary performs complex responsible secretarial and clerical functions assisting the teaching and administrative staff, including but not limited to: managing clerical detail and participating in operational aspects of the school.

## **JOB GOAL:**

The secretary's job goal is to assure the smooth, efficient and accurate operation of the school office for maximum positive impact on the educational system

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## **PERFORMANCE RESPONSIBILITIES:**

- ◆ Performs daily office routines.
- ◆ Provides assistance and guidance to the school office clerk. (Where applicable)
- ◆ Greets all visitors courteously, determines their needs, checks appointments, and directs them to the proper person.
- ◆ Answers office telephone and responds appropriately to requests for information.
- ◆ Answers questions of callers according to school policy; takes messages for staff members; and pages authorized personnel for follow-up action.
- ◆ Performs such other miscellaneous school communications duties as may be assigned.

- ◆ Supervises the collection of daily attendance data, and all summary reports.
- ◆ Confers with parents regarding absences and makes home calls when necessary.
- ◆ Maintains important documents such as written communications to/from parents, student records, monthly reports, and purchase requisitions/orders, etc.
- ◆ Maintains such student records as shall be required by Illinois School Code regulations.
- ◆ Performs various related office duties as assigned.

### ***TERMS OF EMPLOYMENT:***

#### **Work Day:**

Standard Work Day per Contract – 7.5 hours per day

#### **Work Year:**

215 days

#### **Bargaining Unit:**

Bargaining Unit

#### **Salary and Benefits:**

Per contract

### ***EVALUATION:***

Performance of this job will be evaluated in accordance with administrative procedures