

## Casey-Westfield School District C-4 Job Description

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<b>JOB TITLE:</b>	Secretary, Elementary/Special Education
<b>DEPARTMENT:</b>	Building
<b>LOCATION:</b>	School Building
<b>REPORTS TO:</b>	Building Principal
<b>EVALUATION:</b>	Evaluation will be conducted by the Building Principal
<b>EMPLOYMENT:</b>	One hundred seventy-three (173) pupil attendance days, two (2) institute days, plus ten (10) holidays for a total of one hundred eighty-five (185) days at seven (7) hours per day.
<b>VACATION:</b>	None.
<b>APPROVED:</b>	September 22, 2003

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**SUMMARY:** Serves as secretary to the principal and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, and record keeping. Serves a special education secretary maintaining files and records for special education students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Assists Building Principal with communications within and outside the school building.
  - Makes and receives telephone calls, takes messages, routes calls.
  - Greets visitors courteously.
  - Distributes mail.
  - Types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs.
  - Takes/transcribes notes for correspondence.
  - Distributes community/district flyers.
- Maintains school records and files for building, principal and related requirements.
  - Works registration
- Maintains special education records and files for special education students.
  - Types, files, copies and scores test for school psychologist.
  - Coordinates required records and communications between Eastern Illinois Area Special Education and special education teachers/personnel.
- Performs duties related to students.
  - Reports lunch and salad counts from teachers to cafeteria.
  - Notify parent/guardian of milk payment due dates and of low lunch account balances.
  - Helps gather and call on unreported absences and record attendance.
  - Provides appropriate first aid needs.
  - Administers medication according to policy and regulations.
- Performs duties related to operation of office and building.
  - Operates standard office equipment.
  - Makes deposits, writes checks, and prepares reports for school Activity Fund.
  - Is responsible for collection, recording and reporting of monies for the cafeteria, lunch program and milk money.
- Serves as confidential secretary to the principal.
- Takes inservice training as required.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

None

*QUALIFICATION REQUIREMENTS: 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.*

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); one to three months related experience .

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to type with a reasonable degree of proficiency. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud.