

East Moline School District #37
East Moline, Illinois

JOB DESCRIPTION

TITLE: Building Secretary

QUALIFICATIONS:

1. High school graduate
2. Must be an accurate typist and have the ability to file
3. Have a pleasant telephone manner and a pleasing personality plus any experience and/or training
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
5. Certificate of good health
6. Comprehensive computer skills in use of word processing, spreadsheet, and database application
7. Must demonstrate high level of grammar and spelling skills

REPORTS TO: Building Principal

JOB GOAL: To render assistance to the principal, teachers, parents, and students in keeping office communications open; to perform office work as directed by the administration

PERFORMANCE RESPONSIBILITIES (May include, but not limited to):

1. Must have the ability to deal amicably with students, parents, staff members and all employees of District #37
2. Type, duplicate and dispense notices to parents, teachers, parents, Administration Building, etc.
3. Work with student record management software (which may include student attendance, grading, and scheduling), word processing software, spreadsheet and database applications
4. Register students new to the school. Prepare transfers for students moving
5. Prepare and maintain all records for students, including grades, test scores, etc.

6. Be able to supply information to Administration Building when requested
7. Prepare reports as required by Administration Building
8. Collect and make an accounting for all monies collected for materials, fees, yearbooks, etc.
9. Sort and distribute all mail (inter-office and U.S. Mail)
10. Compile requisitions and check material as received and distribute
11. Take care of immediate and/or emergency needs of students until parents or school nurse can be reached.
12. Must be able to keep confidential matters relating to student records, school business between the superintendent, principal, teachers and parents in the strictest confidence
13. Keep the school office (and communications between home, students, faculty and school administration) functioning smoothly when the building administrator is absent from his/her office or respective school
14. Perform other duties as directed by building principal

TERMS OF EMPLOYMENT:

K-4 Secretaries: Duties start three (3) weeks before school begins in August running through two (2) weeks after school ends in June

Middle School Secretaries: One position starts two (2) weeks before school begins in August running through one (1) week after school ends in June.

Two positions start three (3) weeks before school begins in August running through two (2) weeks after school ends in June.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.