

**SCHOOL DISTRICT U-46
Human Resources Office
Elgin, Illinois**

**SUMMER INTERVENTION PROGRAM
(SUMMER 2013 ONLY)**

**Secretary –Summer Intervention Program
(1 secretary per site)**

REPORTS TO: Summer School Administrator(s)

RESPONSIBILITIES:

- Basic school office secretarial/clerical responsibilities
- Attendance
- Ordering materials and supplies
- Other duties as assigned by summer school administrators
- Available for training
- Ability to work with Excel spreadsheet (mainly data entry)

QUALIFICATIONS:

- Ability to communicate with staff and co-workers in appropriate manner
- Demonstrates confidentiality
- Accomplishes accurate filing
- Responsible for job specific supplies (ex. inventory, ordering)
- Ability to do typing/keyboarding
- Able to use office machines (ex. laminator, fax, intercom, phone, copier)
- Willingness and ability to learn
- Ability to work on own/work independently
- Accurate typing/keyboarding
- Ability to do multi-tasking
- Demonstrates organizational skills
- Demonstrates proper prioritizing of tasks
- Reception duties
- Working knowledge of computer program (Word) and willingness to learn advanced applications and specialized computer programs (Mail Merge, JAM, EXCEL, etc.)
- Written and verbal communication skills (i.e., parents, staff and students)
- Bilingual preferred

EFFECTIVE:

June 10 through July 18 (No classes July 4)
Elementary: 7:30 a.m. - 11:30 a.m. Heritage and Hillcrest
8:15 a.m. - 12:15 p.m. Lincoln and Nature Ridge
Monday through Thursday (No Fridays)

SALARY:

\$19.15/hour

DEADLINE FOR APPLICATIONS:

April 19, 2013

APPLICATION PROCESS:

www.U-46.org/employment

Questions regarding this posting should be directed to 847-888-5000 ext.5381

Nondiscrimination Notice:

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, gender, age, national origin, ancestry, marital status, unfavorable discharge from the military, disability, or any other legally protected status in accordance with applicable legal requirements. The Non Discrimination Coordinator is the District's Chief Legal Officer or designee who can be reached at 355 East Chicago Street, Elgin, Illinois, 60120, (847)888-5000, ext. 5305.

**** Subject to change based on last day of school.**