



ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT 126

COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

POSITION TITLE:	Secretary to the Principal	LOCATION:	Principal's Office – Zion-Benton H.S.
REPORTS TO:	Principal	STATUS:	Classified
CLASSIFICATION:	F	TERM:	12 Months

About D126:

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal "To ensure that students graduate ready for college, a career, and life."

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today's global society.

General Summary:

Provides support and assistance to the Principal for responsibilities associated with the Principal's Office and the day-to-day operations of the educational program. Works collaboratively with other office staff in the execution of their responsibilities.

Essential Duties and Responsibilities:

1. Utilizes a high degree of technological and organizational skills in performing various secretarial tasks with minimal supervision.
2. Manages Principal's records and files.
3. Assists in preparation and administration of various related budgets.
4. Assists with coordination and administration of schedule pick-up process.
5. Coordinates details for preschool meetings, teacher conferences, parent night, final exams, etc.
6. Assists with coordination of various special programs and activities.
7. Assists with coordination of staff evaluations.

8. Assists with coordination of teacher recruitment process and works collaboratively with the Personnel and Business Offices on processing district employees.
9. Assists with coordination of staff committee meetings and processing of related timesheets.
10. Assists mentor coordinator with items related to teacher mentoring program.
11. Assists Title I coordinator with SES related activities.
12. Serves as back-up to substitution secretary position.
13. Assists with administration of various grant applications and paperwork.
14. Manages office supplies and inventory.
15. Maintains the curriculum resource room and assists with checkout of materials.
16. Provides summer secretarial support to other administrators as needed, including support of summer intervention programming.
17. Works collaboratively to assist other administrative office team members with projects and programs as needed.
18. Performs other related duties as assigned by the Principal.

Knowledge, Skills, and Abilities:

- Must be flexible, adaptable, and possess the ability to multi-task in a changing environment.
- Must demonstrate and maintain an excellent attendance record.
- Skilled in utilizing computer technology including: word processing, desktop publishing, spreadsheets, database management, the internet, email communication, and calendar software.
- Skilled in operating various office equipment, such as personal computer, calculator, facsimile, copy machine, document shredder, desktop printer, etc.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Demonstrates competence in performing a high degree of detailed work.
- Able to maintain confidentiality and use good judgment.
- Able to multi-task and work with minimal supervision.
- Represents ZBTHS in a positive manner in communications with staff, parents, and the community
- Maintains proper professional attire.

Education and Experience:

Minimum of a high school diploma required. Associate's Degree preferred. Three years of office experience with excellent grammatical, proofreading, Microsoft Office skills required. Must possess a high level of confidentiality, have excellent human relations skills, good judgment, exemplary follow through and organizational skills.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.