

Marquardt School District 15 Job Description

Job Title: Summer School Secretary

Supervises: N/A

Evaluation: N/A

Position Type: Seasonal

Reports To: Summer School Administrator

Role Purpose: *To directly assist the school in the coordination of all school related functions, responsibilities, and tasks.*

Qualifications

- Two years of secretarial experience
- High School Diploma/GED required

Knowledge and Skills

- Collaborate and work cooperatively with students, staff, parents, and other various stakeholders
- Understands how to build and maintain effective relationships
- Strong verbal and written communication skills
- Ability to plan, prioritize, and manage multiple projects simultaneously
- Demonstrates dependability and promptness
- Proficient skills in Microsoft programs, particularly Word and Excel

Essential Responsibilities

- Oversees and contributes to a high level of effectiveness within the school office
- Student data entry into Student Information Systems
- Communication with parents in regards to day-to-day school operations
- Utilizes computer software (Microsoft Office, PowerSchool) in an effective and proficient manner
- Preparing and coordinating data for assigned reports required by the State and Federal governments
- Assists with school correspondence to families and school social media accounts
- Reporting to, working collaboratively, and communicating effectively with school administration
- Performs the usual office routines and practices associated with a busy, productive, and smoothly run department.
- Communicates effectively with school & district personnel, students and parents about school meal programs
- Demonstrates dependability and promptness
- Ability to manage multiple tasks and complete tasks in designated timelines
- Additional duties as assigned by school administration
- Hours: June 1st - June 26th , not including June 19th; 8:00am - 1:45pm

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Frequent repetitive activities including hands, arms, and legs for clerical related work. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheets, and various databases. The employee shall use Board approved resources and technology. While performing the duties of this job, the employee regularly works inside a school setting and is subject to noise at a moderate level. At times, the employee may work in a setting subject to noises associated with an educational environment.

Reviewed/Revised: December 1, 2025