

COUNTRY CLUB HILLS SCHOOL DISTRICT 160
Country Club Hills, Illinois

TITLE: School Secretary

QUALIFICATIONS:

1. High School diploma or general education degree (GED)
2. Ability to operate typewriter and/or personal computer preferred
3. One to three months related experience and/or training

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Types correspondence, letters, memos, purchase orders, check requests, and forms.
2. Makes and receives telephone calls, takes messages, and routes calls.
3. Maintains school records and files for the building.
4. Distributes mail.
5. Greets visitors.
6. Prepares, distributes, and files records, reports, correspondence, mailings, etc., related to building functions.
7. Performs duties related to students, such as processing attendance and tardies, responding to accidents and illnesses, and other issues as they arise.
8. Performs basic bookkeeping functions.
9. Orients substitute teachers.
10. Provides appropriate first aid to students when necessary.
11. Schedules use of building.
12. Orders, processes, and maintains office materials and equipment.
13. Serves as confidential secretary to the Principal.
14. Operates standard office equipment.
15. Performs other related duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.