

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

TITLE: ELL/Bilingual and World Language Programs Secretary

QUALIFICATIONS:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 35 Adjusted WPM on the Typing Test (TT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills
6. Bilingual and Bi-literate in English and Spanish (preferred)

REPORTS TO: Director of ESL/Bilingual and World Language Programs

JOB GOALS: To contribute to the efficient operation of the school district by performing office duties related to the Director of ESL/Bilingual, and World Language Programs.

PERFORMANCE RESPONSIBILITIES:

1. Answer telephone, respond appropriately to requests for information, and direct calls to appropriate individuals.
2. Maintain current student data, budget records, and program information.
3. Perform word processing, general typing, data entry, and typing of grant requests/proposals.
4. Assist in the preparation of local, state, and federal reports related to grants.
5. Assists in ordering instructional and assessment materials when applicable.
6. Translates documents as directed by the Director of ESL/Bilingual and World Language Programs.
7. Assist with recordkeeping for students receiving services from ESL, bilingual and migrant education programs.
8. Type all correspondence, agendas, packets of information, newsletters, etc., as assigned.
9. Take minutes at meetings, types and distributes as necessary.
10. Process Director's mail.
11. Oversee completion of district forms.
12. Receive and sort U.S. and interschool mail.
13. Order supplies as needed.
14. Assist with recordkeeping, correspondence, and other word processing needs as directed by supervisor.
15. Maintain Director's calendar.
16. Perform other related duties as assigned.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By the Director of ESL/Bilingual and World Language Programs in accordance with the contractual agreement.