

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Secretary – School Supports & Student Assignment

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. Proficiency with the Microsoft Office suite
6. Proficiency with Google Workspace
7. Ability to synthesize information and put in a coherent, well written format
8. Strong oral and written communication skills
9. Excels in customer service and working in a team environment

Reports To: Executive Director of School Supports & Student Assignment or designee

Supervises: N/A

Objective: To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the department

Performance Responsibilities:

- A. Greets all visitors courteously and provides accurate, timely information via telephone, email, etc.
- B. Knows the duties and responsibilities of their administrator and assists parents/visitors by answering questions and providing assistance on topics that may not need the direct attention of an administrator.
- C. Prepares high quality correspondence, memoranda, agendas, newsletters, and other materials.
- D. Schedules appointments for the Executive Director of School Supports & Assignment.
- E. Takes minutes at meetings and disseminates to necessary parties in a timely manner.
- F. Processes forms related to payroll, conferences, purchases, trainings, and correspondence for various programs under the umbrella of the department.
- G. Enters, verifies, and maintains data in appropriate spreadsheets and databases.
- H. Maintains necessary records in an accurate, organized manner.
- I. Performs filing duties and other specialized department assignments.
- J. Assists with student transfer and residency processes.
- K. Assists with writing detailed expulsion reports using transcription equipment.
- L. Maintains a general understanding of the federal VISA system and acts as PDSO (Principal Designee School Official) for SEVIS (Student and Exchange Visitor Information System), a system under the U.S. Department of Homeland Security, to ensure all program qualifications are met for F1 VISA students.
- M. Maintains knowledge of ISBE homebound instruction eligibility criteria and ensures all criteria are met and all data tracking measures and payroll functions are completed in a timely manner.
- N. Provides support for the District's oversight of its athletics and activities programs as needed.
- O. Is aware of the responsibilities of all Administrative Center administrators and directs telephone calls, questions, complaints, or concerns about District policy, practice, or personnel to the appropriate administrative department.
- P. Demonstrates considerable judgement, tact, and cultural sensitivity in dealing with sensitive issues and people from diverse backgrounds.
- Q. Maintains high standards of professionalism and confidentiality.
- R. Performs other related duties, as assigned.

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Executive Director of School Supports & Student Assignment or designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Last Revised (with CESP input and consent) March 12, 2025