

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

TITLE: Secondary Office 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 at least *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills

REPORTS TO: Principal or his/her designee

SUPERVISES: Office Occupation students, office helpers

JOB GOALS: To contribute to the efficient operation of the school district by performing office duties related to the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Answers telephone, takes messages, and directs calls to appropriate individuals.
2. Maintains student records (i.e., transcripts, cumulative files, physical examination, etc.).
3. Maintains student attendance records and ensures compliance with state guidelines.
4. Makes telephone, personal, and mail contacts with parents/guardians, students, and general public.
5. Schedules appointments with parents/guardians and social service agencies.
6. Responds in a timely manner to staff and student concerns/problems.
7. Provides the teaching staff with necessary student information.
8. Performs student registration procedures, enrollment, and withdrawals.
9. Provides first aid services to students and staff.
10. Performs general typing, including completion of necessary forms and reports.
11. Performs general first-line maintenance on office machines.
12. Performs computer data entry functions; e.g., master schedule, report cards, student schedule, etc.
13. Receives and sorts U.S. and interschool mail.
14. Orders supplies, as needed, for office, staff, etc.
15. Distributes and collects supply orders and maintains an adequate inventory of supplies.
16. Performs 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 Principal or his/her designee in accordance with the contractual agreement.

Effective 11-13-98  
Title Change: 7-1-00  
Qualifications Revised: 9-20-16