



Crete-Monee School District 201-U

JOB DESCRIPTION

Title: Building Secretary – Middle School

Purpose Statement

The Middle School Building Secretary serves as a vital administrative support role within the school, ensuring efficient operation of the office and providing excellent customer service to students, parents, staff, and visitors. The secretary plays a crucial role in maintaining a smooth workflow and fostering a positive and welcoming environment within the middle school.

Reports To

Building Principal

Essential Function

- Promote the recognition of all non-certified substitute staff.
- Provide exceptional customer service to students, parents, staff, and visitors by greeting and assisting them in a professional and friendly manner.
- Manage the front office operations, including answering and directing phone calls, taking messages, and responding to inquiries promptly and accurately.
- Maintain accurate and up-to-date student records, including enrollment, attendance, and health information, ensuring compliance with district policies and procedures.
- Assist in the coordination of student transportation, including maintaining bus routes, tracking bus passes, and communicating with transportation providers.
- Support the Building Principal in managing schedules, appointments, and meetings by maintaining calendars and making necessary arrangements.
- Handle incoming and outgoing mail and correspondence, distributing it to appropriate recipients in a timely manner.
- Assist in the preparation and distribution of various documents, such as newsletters, memos, and reports, ensuring accuracy and confidentiality.
- Maintain inventory and order office supplies as needed, ensuring adequate availability for staff and students.
- Collaborate with the school staff to organize and facilitate special events, meetings, and conferences, including scheduling rooms, arranging for necessary equipment, and providing logistical support.
- Maintain confidentiality and handle sensitive information with discretion and professionalism.

Responsibilities

- Provide administrative support to the Building Principal and other school staff as needed.
- Assist in the coordination of substitute teachers, including maintaining accurate records and ensuring proper coverage for teacher absences.
- Collect and process various forms and documents, such as permission slips, field trip forms, and student registration materials.
- Collaborate with the district office and other school personnel to ensure compliance with district policies and procedures.

- Assist in maintaining a safe and secure school environment by following established protocols and procedures, including monitoring visitors and verifying identification.
- Attend staff meetings, professional development sessions, and other school-related meetings as required.
- Perform other duties and responsibilities as assigned by the Building Principal.

Job Requirements: Minimum Qualifications

- High school diploma or equivalent.
- Proficiency in office management and administrative procedures.
- Excellent organizational and multitasking skills.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency in using computer software applications, including word processing, spreadsheets, and email.
- Ability to work effectively in a fast-paced and dynamic environment.
- Experience in a school or educational setting is preferred but not required.

Job Requirements: Skills, Knowledge and Abilities

- Ability to maintain confidentiality
- Ability to solve practical problems
- Ability to establish and maintain effective working relationships
- Ability to communicate with diverse individuals and/or groups
- Ability to multitask and adapt to changing work positions
- Ability to work with frequent interruptions
- Ability to operate office equipment including pertinent software applications.
- Ability to perform basic math, including calculations using fractions, percent and/ratios
- Ability to compose a variety of documents
- Ability to meet deadlines, schedules and set priorities
- Ability to work with detailed information/data
- Knowledge of intermediate level accounting, bookkeeping and payroll procedures
- Interpersonal skills including tact, courtesy and patience
- Project management skills including the ability to work independently and in a group
- Ability to communicate effectively orally and in writing.

Physical Requirements

This job requires light physical exertion, including:

- Exerting up to 20 pounds of force occasionally
- Exerting up to 10 pounds of force as frequently as needed to move objects
- Ability to move throughout the building and the building site as needed

Terms of Employment

This is a 200 day (10 month) contracted, union position. Salary and work year as established by the Board of Education and the Association of Crete-Monee Employees through professional negotiations. Single HMO medical, dental, and life insurance are paid by the Board of Education. Benefits subject to change per the ACME bargaining agreement.

Classification

This position is classified as a full time, non-union, exempt, non-certified position.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.