July 7, 2023

East Aurora School District 131 has the following opening(s) for the 2023-2024 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

VACANCY NOTICE

POSITION TITLE: Principal’s Secretary

BUILDING(S): Fred Rodgers Magnet Academy

CLASSIFICATION: Secretary II

TERMS OF EMPLOYMENT: 12-months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Building Principal or Designee

EVALUATION PROCEDURES: Per the Collective Bargaining Agreement

START DATE: ASAP

JOB ID: 4151

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Advanced knowledge of computers and software programs (specifically Microsoft Office Suite).
3. Accurate data entry skills.
4. Excellent organizational skills.
5. Strong interpersonal and intrapersonal skills.
6. Excellent written and oral communication skills.
7. Ability to manage multiple priorities.
8. Ability to work with a linguistically and culturally diverse public.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Record certified staff attendance and coordinate external subs daily.
2. Submit payroll for support and certified staff.
3. Coordinate certified staff class coverage for payroll.
4. Coordinate registration and procedures.
5. Maintain voice mail accounts.
6. Maintain records of stipend positions.
7. Maintain records of staff travel to/from conferences.
8. Format programs for building special events (i.e., promotion, honors assemblies,
certificates, etc.).
10. Prepare correspondence, reports and documents.
11. Maintain building keys.
12. Assist with coordination and completion of various special projects.
13. Create and distribute phone tree.
14. Greet visitors or students, provide appropriate information or assistance, or refer to appropriate staff.
15. Answer incoming telephone calls, provide appropriate information or take message and refer to appropriate staff.
17. Perform any other duties as assigned by supervisor or designee.

APPLICATION PROCEDURE:

Applications should be completed online at https://www.d131.org. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.