May 8, 2024

East Aurora School District 131 has the following opening(s) for the 2024-2025 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: Secretary – Elementary School Leadership

BUILDING(S): Administrative Center

CLASSIFICATION: Secretary II

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

IMMEDIATE SUPERVISOR: Executive Director of Elementary-School Leadership or Designee

EVALUATION PROCEDURES: Per the Collective Bargaining Agreement

START DATE: July 1, 2024

JOB ID: 4375

EVALUATION PROCEDURES: Annually

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Expert knowledge of computers and software programs, specifically student information system and 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.
9. Bilingual (English/Spanish) preferred

JOB DESCRIPTION / RESPONSIBILITIES:

1. Schedule appointments, answer the telephone and take messages for school leadership department.
2. Ability to create ad-hoc reports in student information system.
3. Coordinates the transfer of student discipline packets.
5. Prepare packets and coordinate procedures associated with student conduct.
6. Reviews student transfer request forms for elementary and work with Directors to process.
7. Gather all relevant information from stakeholder inquires and relay to the Executive Director of Elementary School Leadership programs for follow-up.
8. Submit and prepare documents as needed.
9. Proactively initiates workflow improvements in the area of record keeping and data entry.
10. Maintain and submit documents for field trips, day and overnight.
11. Assist in creation of professional presentations.
12. Attend meetings as requested, including, but not limited to discipline meetings.
13. Order student planners.
14. Work with directors to process parent complaints.
15. Prepare all agendas, room set up, etc. for meetings.
16. Responsible for daily front desk reception coverage on assigned floor.
17. Track and submit purchase orders using the district approved system.
18. Assist in maintenance and distribution of various calendars as needed.
19. Coordinate updates to Student/Parent Rights and Responsibilities handbook.
20. Communicate effectively and professionally with parents, students, teachers and building leaders.
21. Exercise good judgment in handling difficult situations and confidential information.
22. Greet visitors and students, provides appropriate information or assistance, or refers to appropriate staff.
23. Answer incoming telephone calls, provides appropriate information or take message and refers to appropriate staff.
25. Perform 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.