

July 9, 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: Principal's Secretary

BUILDING(S): East Aurora High School

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: 4423

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. Schedules appointments, answers the telephone and take messages for Principal when necessary.
2. Record, transcribe, and distribute meeting minutes as requested by Principal.
3. Secure room reservations, set up meetings and coordinate technology required for meetings at the request of Principal.
4. Maintain personnel files (i.e., observations, evaluations).
5. Maintain various databases (includes emergency contacts, vacancy notices, hiring recommendations and donor listing).

6. Submit purchase order request for the office of the Principal.
7. Coordinate the annual open house and parent/teacher conference days.
8. Create monthly Principal's newsletter.
9. Maintains semester honor roll lists and publish in monthly principal newsletter.
10. Update events calendar and publish in monthly principal newsletter.
11. Prepare miscellaneous reports as requested.
12. Input ILI Active Surveillance on Kane County Health Department website.
Monitor weekly Illinois State Board of Education missing persons report. Check Illinois State Police website for registered sex offenders.
13. Responsible for graduation rehearsal and commencement preparations; orders diplomas and maintains a current list of candidates for graduation; prepares tickets and programs; prepares and sends warning letters (red, yellow, green list).
14. Coordinates schedule and mailings to faculty and staff during summer.
15. Organize Upstate Eight Conference and Board of Control materials. Plans and organizes fall conference.
16. Assigns voicemail extensions for faculty and staff.
17. Maintain administrative and secretarial phone trees for all departments.
18. Greet visitors and students, provides appropriate information or assistance, or refers to appropriate staff.
19. Answer incoming telephone calls, provides appropriate information or take message and refers to appropriate staff.
20. Safeguard confidential information as specified in the Illinois School Code.
21. 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.