

September 13, 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): Gates Elementary School

CLASSIFICATION: Secretary I

TERMS OF EMPLOYMENT: 10-½ months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Building Principal or Designee

EVALUATION PROCEDURES: Per the Collective Bargaining Agreement

START DATE: September 21, 2024

JOB ID: 4475

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Proficient knowledge of computers and software programs (specifically Microsoft Office Suite & Quicken).
3. Accurate data entry skills (knowledge of Infinite Campus and Infinite Visions preferred).
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. Coordinate certified staff class coverage for payroll.
3. Submit payroll for support and certified staff.
4. Prepares & reconciles accounting and bookkeeping reports:
 - a. Maintain records of all student fees collected.
 - b. Record all fees collected into Infinite Campus and Infinite Visions.
 - c. Maintain a list of waiver for school fees.

- d. Maintain building activity accounts and reconcile account activity.
5. Prepare purchase orders for school purchases and maintain and track petty cash for teacher account.
6. Assist registration and procedures (securing volunteers, preparing handouts and recording fee payments).
7. Maintain voice mail accounts, copier codes, building swipe cards, building keys and create and distribute phone tree.
8. Keep inventory of classroom/office supplies.
9. Assist with maintenance of personnel files (track stipend positions).
10. Send out initial meeting invitations and confirm IEP meeting dates and time as directed by Principal.
11. Prepare suspension letters.
12. Format programs for building special events (i.e. promotion, honors assemblies, certificates, etc.).
13. Prepare correspondence, reports and documents (i.e. suspensions).
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.
16. Safeguard confidential information as specified in the Illinois School Code.
17. 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.