



Elementary School District 181

Job title: Middle School Main Office Secretary

Union Affiliation: Hinsdale Educational Support Staff (HESS)

Qualifications:

1. High school diploma or GED, plus 3-5 years in general office work or training, or an equivalent combination of education and experience
2. Effective communication skills and strong interpersonal skills
3. Excellent typing and communication skills
4. Organizational and time management skills
5. Ability to use discretion and exercise sound judgment
6. Ability to exercise appropriate initiative and work independently
7. Flexibility to perform other duties as assigned/needed

Reports: Principal

Job Goal:

As a member of the school team, the middle school main office secretary's role is to ensure the smooth and efficient operation of the school office and to serve as a liaison between the staff, students, and parents enabling them to work together on education goals.

Performance responsibilities:

1. Financial Coordinator:
 - oversee school budget
 - order supplies (office, teacher, building, p.e.)
 - inventory and number text books
 - track grade level accounts
 - pay bills
 - rectify all accounts
 - track ordered items and follow-up with problem items
 - deposit monies in bank account
 - attend budget meetings
2. Substitute Teacher Coordinator
 - keep teacher attendance sheets
 - set up daily substitutes
 - assign internal subs

- complete monthly teacher absence report
- 3. Summer Registration
 - set up dates and coordinate times
 - contact PTO and coordinate volunteers, schedules, etc.)
 - assign staff to work summer registration
 - prepare and order various worksheets
 - process registration information for start-up of school
 - assist with summer registration
- 4. Other:
 - telephone system problem solver
 - coordinate PTO newsletter
 - update website
- 5. Assist main office:
 - assist teachers, visitors, students, parents and guests
 - general phone calls
 - mail distribution
 - distribute locks (gym and hall) and gym uniforms
 - help with report card preparation (collate and stuff)
 - assist nurse
 - distribute phone messages (students and teachers)
 - maintain office equipment
 - maintain office supplies
- 6. Other duties as assigned by principal or assistant principal

Physical demands:

While performing the duties of this job the employee is regularly required to see, talk, hear, type, stand, sit, reach, walk, lift, and carry boxes (up to 40 lbs.), climb stairs and stoop.

Work environment:

While performing the duties of this job the employee will be working in an indoor office environment. The noise level is usually moderate to loud.

Terms of employment:

205 total days (includes paid holidays)
No flex hours

Evaluated by:

Performance to be evaluated annually by the principal in accordance with provisions of Board of Education policy.