

**EVANSTON TOWNSHIP HIGH SCHOOL**

**District 202**

**1600 Dodge Avenue**

**Evanston, Illinois 60204**

**[www.eths.k12.il.us](http://www.eths.k12.il.us)**

**JOB DESCRIPTION**

**POSITION: Deans' Office Secretary**

**REPORTS TO: Deans of Student Success, Safety & Well-Being**

**PURPOSE STATEMENT:**

Provide excellent student-centered interactions toward students, faculty, staff, and parents/guardians to assist in creating a welcoming environment for all who enter the suite area. The Dean Secretary is responsible for providing secretarial and clerical services for the Deans' Office. The secretary must exercise considerable initiative, independent judgment in performing office & administrative duties, and keep informed of office and school policies, rules, and regulations.

**MINIMUM EXPERIENCE AND EDUCATION:**

- High School diploma or equivalent
- Bilingual/Spanish speaking skills are a plus
- Experience in varied clerical and secretarial work
- Minimum of three years general office experience, involving public contact and clerical duties
- Must successfully pass the district's skills assessment

**EXPERIENCE/SKILL REQUIREMENTS/QUALIFICATIONS:**

- Ability to work independently on administrative assignments and secretarial tasks
- Capable of working in a fast-pace, high-stress environment
- Assist with student de-escalation and ability to calmly redirect undesired student behavior
- Work collaboratively and take direction
- Prioritize tasks, as well as manage multiple short- term and long-term tasks simultaneously
- Address students, faculty, staff and visitors in a tactful, professional and courteous manner
- Thorough knowledge of business English, spelling, punctuation, math and ability to proofread
- Minimum of three years general office experience, involving public contact and clerical duties
- Skilled in the use of e-mail and the Internet
- Proficient in Google Suite and Microsoft Office
- Knowledge of operation and care of standard office equipment and machines
- Skill in rapid, accurate operation of a computer
- Maintain student and staff confidentiality with respect to the working environment and student information

**ESSENTIAL JOB FUNCTIONS:**

- Send various notifications and correspondence to students, staff parents/guardians
- Serve as liaison to other high school regarding disciplinary matters, as necessary
- Screen and respond to calls and visitors

- Refers inquiries/complaints to appropriate individual(s)
- Responsible for supervising Behavioral Detention Center and/or Alternative Learning Center, as necessary
- Schedules appointments and meetings, as directed
- Supports department coverage needs and assists substitutes as necessary
- Handles confidential materials, collects & distributes mail
- Processes social probation letters, suspension letters, expulsion packets, and other essential documents
- Provide efficient administrative support to the department
- Coordinate and manage dance guest list procedures
- Maintains a variety of files and records
- Other duties as assigned

**WORK ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands; occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, and significant finger dexterity. Generally the job requires sitting, walking, and standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**TERM OF EMPLOYMENT: 10 MONTHS**

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**EVANSTON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

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