

**EVANSTON TOWNSHIP HIGH SCHOOL
DISTRICT 202
1600 DODGE AVENUE
EVANSTON, IL 60201**

POSITION: **Advanced Secretary**

REPORTS TO: **Director of Special Education**

Purpose Statement:

The primary responsibility of the Advanced Secretary is to provide clerical services within the Special Education Department including the Director, Assistant Director, Department Chair and other licensed staff upon the direction of the Director. The secretary will provide excellent customer service to students, faculty, staff, and parents/guardians to assist in creating a welcoming environment to all who enter the suite area. The employee must exercise considerable initiative, independent judgment and discretion in performing complex office and administrative duties, embody a student-centered work philosophy, and keep informed of office and school policies, rules, and regulations.

MINIMUM EXPERIENCE AND EDUCATION:

- High School Diploma or its equivalent, college experience preferred
- Previous experience in supporting educational offices preferred
- Bilingual/Spanish speaking skills a plus
- Considerable experience in varied clerical and secretarial work
- Minimum of three years' general office experience, involving public contact and clerical work
- Must successfully pass the district's skills assessment

SKILL REQUIREMENT/QUALIFICATIONS/KNOWLEDGE:

- Work independently, be self-directed, and engage in positive problem-solving as needed
- Work collaboratively and take direction
- Prioritize tasks, as well as manage multiple short term and long term tasks simultaneously
- Experience in coordinating and managing a large, busy office area that serves students, parents/guardians, staff, faculty, administrators and other guests
- Strong interpersonal and organizational skills
- Ability to engage with faculty, staff, students, parents/guardians, and visitors tactfully and courteously
- Strong verbal and written communication skills, including grammar, math, and ability to proofread
- Advanced Computer Skills (including Microsoft Office, Google Apps, e-school and ETHS applications preferred);

- Highly competent secretarial skills
- Exhibit a high degree of professionalism, including a focus on confidentiality

ESSENTIAL JOB FUNCTIONS:

Work involves responsibility for providing secretarial and clerical services to Director of Special Education, and other administrative units. The employee must exercise considerable initiative, independent judgment and discretion in performing complex office and administrative duties, and keep informed of office and school policies, rules, and regulations.

- Maintains and submits accurate special education data and reports for the school, the District, and the State in a timely manner.
- Creates and manages nonpublic facility contracts.
- Performs confidential file notification and destruction in accordance with District policies and procedures.
- Schedules meetings and sends various notifications to parents/guardians.
- Maintains computerized special education student management system and an physical filing system.
- Secures confidential staff and student files.
- Supports student enrollment, transfers, and articulation processes.
- Maintains conference rooms, school wide activities, and administrative calendars.
- Schedules appointments and makes arrangements for meetings as directed.
- Supports department coverage needs. Assists substitutes to department for the purpose of ensuring that program and service continuity.
- Processes maintenance requests for the department.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Creates requisitions, pays bills, and reconciles account balances for assigned budget categories.
- Responds to a wide variety of inquiries from internal and external parties for the purposes of providing information, facilitating communication among parties and/or providing direction.
- Attends department and/or in-service meetings for the purpose of recording minutes, coordinating materials distribution, supporting the needs of attendees, conveying and/or gathering information required to perform functions.
- Assists with student transportation needs.
- Screens calls, visitors, mail, refers inquiries/complaints to appropriate persons.
- Implements and maintain special education database.
- Processes confidential matters, including staff timesheets, reimbursements, and absence requests.
- Maintains a variety of files, records, inventories, department website, office procedures, mass mailings, student and staff attendance 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 climbing and balancing; some stooping, kneeling, crouching and/or crawling 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: 12 Month

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(08/31/2018)