Community Consolidated School District 21 Job Description

SCHOOL SECRETARY

Supervisor:	**Principal**
Employee Group:	**Administrative Support Staff**
Education:	**Bachelor's Degree Preferred**
Experience:	**Secretarial Experience in a School Setting Preferred**

Purpose
Provide secretarial support to school.

Essential Functions

- Greet and direct school visitors.
- Distribute school mail.
- Assist with attendance at the school.
- Follow up with parents if a student is absent and the school has not been notified.
- Utilize the school information system to add absences or look up student schedules.
- Coordinate copier repairs and maintain supplies.
- Maintain an organized filing system.
- Assist with parent, student and teacher questions.
- Perform other duties as assigned.

Job Requirements

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Federal, state, and district policies, regulations and laws pertaining to job functions.
- Preparing and maintaining accurate records.
- Business appropriate grammar and punctuation in English.
- Reading and spoken fluency and comprehension in English.
- Basic mathematical skills (addition, subtraction, multiplication, division).
- Safety practices.
- Operation of standard office equipment and computers, including office suite and fund accounting software.

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality.
- Communicating tactfully and courteously with diverse groups.
- Effectively presenting information in one-to-one and group situations.
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties.
- Making sound decisions on the basis of available information.
- Maintaining accuracy of work products.
- Adapting to changing work priorities.

- Working collaboratively as part of a team.
- Demonstrating behavior which promotes positive relationships.
- Respecting the opinions of others.
- Demonstrating the ability to manage conflicts.
- Applying common sense understanding to carry out instructions.
- Maintaining professional integrity.

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Completing tasks using fine finger dexterity.
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised March 2022