



Community Unit School District 300 Job Description

Position Title: Secretary - Guidance Office	
Position Code:	Employee Group: DESPA
Salary Grade: 2	FLSA Status: Non exempt
Supervisor title: Principal or designee	
Date of preparation: November 2015 Revised: September 2026	

Job Purpose: The Secretary - Guidance Office is responsible for helping students, parents, and staff by assisting in the day to day function of the district as needed. Employees will strive to provide students and staff with a safe, clean, and comfortable environment to learn and work.

Knowledge, Skills and Abilities:

1. High school diploma, or equivalent, and 1-2 years of experience required in an office environment
2. Computer skills including but not limited to: Microsoft office or other office productivity software and the ability to use specialty software
3. Analytical thinking, critical thinking, and problem solving skills
4. Ability to work in a team and across departmental boundaries
5. Knowledge of office equipment
6. Ability to manage time and priorities efficiently
7. Strong interpersonal skills and ability to work cooperatively and efficiently with students, adults, and with the various publics that use the facility
8. Must be cooperative, congenial, and customer service-oriented
9. Ability to communicate, read and write in English and perform basic math functions
10. Ability to sit, stand, climb stairs, and walk as needed to meet the demands of the assigned job duties
11. Must be able to lift 35 pounds
12. Ability to work under pressure to meet deadlines
13. Ability to work with frequent distractions and foster a professional office atmosphere

Essential Job Duties:

1. Correspond via email, phone and in-person with teachers, parents and administrators regarding student related issues. Draft letters, pull computer based reports, respond to inquiries and input data and maintain accurate records in the student information database
2. Answer phones and greet visitors
3. File academic paperwork, process changes in student data, and maintain current and former student work in their cumulative folders
4. Process student records
5. Perform office duties including but not limited to: filing, data entry, digitize documents, accurate reporting, collecting, organizing and maintaining paperwork, records and communication systems
6. Be courteous and responsive to requests
7. Deal with confidential items in a professional manner
8. Support administration in the implementation of school district-wide policy and regulations

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.