



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Principal's Secretary

Classification Group: Education Support Personnel (ESP)

Job Summary & Essential Functions:

Under the direction of the Building Principal, the Principal's Secretary will serve as support personnel for the school/public being served in communicating information, problem solving, material acquisition, and record keeping.

Qualifications:

- High school diploma or equivalent required
- Previous experience in an administrative or clerical role, preferably in an educational setting or school district, as well as demonstrated mathematical proficiency.
- Strong organizational and time-management skills, with the ability to prioritize tasks and handle multiple responsibilities simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and experience with data management software or student information systems.
- Ability to communicate effectively, both verbally and in writing, with a variety of stakeholders, including parents, staff, and students.
- Ability to maintain confidentiality and handle sensitive information in accordance with privacy laws and district policies.
- Strong customer service skills with the ability to work professionally and courteously with parents, students, and district staff.
- Ability to work independently, as well as collaboratively within a team environment.
- Ability to troubleshoot, analyze and correct problem areas

Specific Duties:

- Maintain confidentiality of all records of the school office.
- Perform secretarial functions for the school office in a timely and accurate manner.
- Assists in preparation of reports and related department material.
- Serves as a positive public relations advocate for the school district, including dissemination of school information.
- Receives visitors, new parents, and students; answering questions and resolving student problems.
- Communicates in a professional and informative manner.
- Maintains an accurate and current inventory for all stock supplies and consumable office supplies.
- Maintains school/student records including but not limited to attendance and discipline records.
- Participates in professional development as required and as needed.
- Acts as a liaison between school and community, principal, parents staff and students.
- Performs duties with awareness of all district requirements and Board of Education policies.
- Manages building level purchasing with oversight by the Building Principal.



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- Assist with clerical duties associated with the Athletics and Activity Coordinators.
- Coordinates substitute teaching position within the building.
- Maintains the building calendar.
- Assists with planning of field trips and other special school functions.

Supervisor:

The Principal's Secretary will report directly to the Building Principal and other building administrators as required.

Additional Duties:

In addition to the duties listed above, the employee in this position will be responsible for additional duties and/or responsibilities as assigned or required by the Building Principal.

Physical Activity:

Work will require infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. Work may require frequent walking and standing. Work may also require extended periods of sitting and extending periods of viewing a computer screen.

Work Environment:

Work is performed in a school office setting but may sporadically involve outdoor work settings that may include differing weather conditions. Work is performed in a moderately noisy environment relative to the school office setting.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:320 on evaluation of Education Support Personnel at 90 (ninety) working days (probationary period) and annually thereafter.

Terms of Employment:

This is a full time, 12 (twelve) month position. Compensation determined by the Board of Education.

Associated Benefits:

- 13 sick days- completion of probationary period
- 2 personal days- completion of probationary period
- Bereavement Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available