



Job Description: Building Secretary

Classification Group: Non-Exempt, Support Staff

Job Summary:

Full-time administrative support position for the Building Principal. Under direction, performs a variety of routine-to-moderately complex clerical and/or secretarial work to ensure the efficient and effective operations of school site and instructional programs. Performs some specialized duties according to assigned school administrator and/or District Administration. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Serves as the internal and external point-of-contact for administration, staff, students, parents/guardians, and community members.

Responsible for implementing and maintaining all office and special services recordkeeping systems. Uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information.

Serves as a subject matter expert on student enrollment, transfer, withdrawal, and other issues related to enrollment/attendance.

Develops strong internal controls. Maintains working knowledge of all student and staff handbooks and Board of Education policies and procedures.

Qualifications:

- High school diploma or equivalent preferred.
- 1-2 years of customer service/secretarial experience preferred – School District experience favorable.
- Strong computer skills with experience using MS Office and Google Docs software – Student based and Skyward software experience favorable.
- Broad knowledge of office and administration procedures and functions.
- Must be detail-oriented and deadline driven with strong organizational, written, and oral communication skills.
- Must be able to manage multiple tasks while working independently and as part of a team.
- Must have excellent analytical ability to proactively work out problems and implement solutions.
- Must maintain a high level of professionalism, integrity, trust, and confidence.
- Physically able to efficiently perform the essential functions of the position.



Frankfort School District 157-C
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Specific Duties:

- Communication/Customer Service – Acts as liaison between the school site and the general public by conveying information concerning rules, regulations, policies, and laws; greets and directs visitors; addresses standard inquiries by letter, phone, e-mail, fax or personal contact; maintains internal communication system insuring instructional and support personnel and kept informed of needed information; coordinates the transfer of information between schools/programs and outside agencies and districts; interacts with and assists students when necessary; assists students and parents/guardians by explaining and enforcing school site
- Document preparation – Using a computer may prepare, create, update, and compose calendars, letters, reports, bulletins, and other documents for the school or instructional programs; answers routine correspondence for the Principal or Assistant Principal; prepares documents; operates computer and standard office equipment (copy machine, fax, security monitor); may provide technical support to staff as necessary. May distribute external and internal mail/correspondence/ packages to appropriate personnel.
- Instructional Program Support – Ensures that appropriate calendars of activities are maintained of the school including establishment of schedules for parent conferences, Individualized Education Plans (IEP) and 504 meetings, school visitors, and other meetings; may assist in the process of registering new students; generates daily substitute list; may assist in arranging and scheduling substitute and temporary employees for the school; greets substitutes and assists with directions and questions; assists administrator and other staffing planning and preparing for staff meetings, in-services, conferences, and workshops; assists in the development of office procedures; insures appropriate security and safety methods are employed within the office; oversees supplies and equipment for school/program insuring adequate levels are maintained.
- School Activities/Event Support – Schedules, plans, and prepares various staff, student, parent, and community events throughout the school year. Assists parent/booster organizations in various events and distribution of information related to the organization and its efforts.

Supervisor:

Reports directly to the Principal(s) and Assistant Principal(s), in consultation with District Administration and the Board of Education.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education Policy 5:320 on evaluation of Education Support Personnel.

Terms of Employment: Length of employment, salary, and benefits as determined by the Board of Education.

Salary Range: \$20.00 - \$25.00