Community **U**nit **S**chool **D**istrict #205

Job Title:	**School Secretary**		
Location:	School Building	**Terms of Employment:**	10 Month, 11 Month, or 12 Month Assignment. Salary and work year to be established by the Board of Education
Reports To:	Building Principal / Administrator	**Board Approved:**	July 14, 2025
Evaluation:	In accordance with the provisions of the Board of Education's policy on Evaluation of Support Services Personnel.		

Qualifications and Skills:

- High School Diploma or equivalent required; Associate's Degree preferred.
- Previous administrative support or clerical experience required, preferably in a school setting.
- Strong organizational skills with attention to detail.
- Excellent verbal and written communication skills.
- Ability to multitask in a fast-paced environment.
- Proficiency in Microsoft Office and Google Workspace. Experience with Skyward or comparable student management software preferred.
- Friendly and professional demeanor with strong customer service skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Job Goal:

The School Secretary serves as the primary administrative support for the school, providing clerical assistance, managing office operations, and ensuring smooth communication between staff, students, and parents.

Responsibilities:

1. Greet and assist students, parents, staff, substitutes, and visitors in a professional and friendly manner.
2. Answer phones, respond to inquiries, and relay messages appropriately.
3. Assist with transportation route change requests, daily schedule changes, field trip transportation requests, and all other building level transportation communication/tasks.
4. Maintain student records including but not limited to attendance logs, transcripts, fees, health records, medication logs and emergency contact information per requirements set by Illinois School Code.
5. Manage incoming and outgoing mail, emails, and school communications.
6. Assist with scheduling appointments, substitutes, meetings, and school events.
7. Handle data entry, filing, materials preparation, reports, calendars, and organization of school documents and information as directed by the Principal/Administrator.
8. Order and maintain supplies for the school as directed by the Principal/Administrator.
9. Assist in preparing school newsletters, announcements, and other communications.
10. Maintains and assists parents and students with their Skyward access.
11. Assist school community with the collection of technology for repair at the 7-12 complex.
12. Responsible for following all Board policies and internal procedures related to the safety/security of students and staff.

13. Work with the school nurse/health personnel to monitor students for signs of illness and notify guardians as needed. Responsibilities may include administering first aid or medications voluntarily, assisting during medical emergencies, and contacting the backup nurse when required, all in accordance with health regulations and school policies.
14. Work with the school nurse/health personnel to maintain accurate health records and medication logs.
15. Attend required job training and maintain training certifications related to the position.
16. All other duties as assigned.

Employee Name:		Date:	
Employee Signature			