

Job Description

Assignment					
Title	School Secretary				
Location	Golf Middle School				
Classification	Non-Licensed Support Staff Golf Teacher and Support Staff Union				
Retirement System	IMRF	FLSA Status	Non-Exempt	Term	220 Day Work Calendar
Supervisor	GMS Building Principal				
Summary	Golf Middle School is looking for a school secretary to support students, families, and staff.				
Key Responsibilities					

Communication

- Meet and greet visitors to the school in a professional, courteous, and friendly manner
- Receive and route all incoming telephone calls and manage daily communication to staff members
- Sort and distribute incoming mail and packages
- Type, file, and perform other secretarial duties as assigned by the principal
- Provide communication to staff members when appropriate

Student & Administrative Support

- Maintain all student attendance records and reports
- Inform the principal of significant attendance concerns
- Maintain student records including registrations and transfers
- Assist in the distribution of student progress reports
- Demonstrate excellent computer/typing skills with familiarity with Google Suite or Microsoft Office

Operations

- Collect fees and maintain up-to-date accounts in accordance with district procedures
- Order and maintain school supplies; open and inspect incoming packages
- Process purchase orders for payment
- Maintain office organization, including printers and office equipment

Safety and Security

- Screen visitors to ensure the safety and security of the building in accordance with district practices
- Maintain confidentiality in the performance of assigned duties
- Keep principal informed of any potentially challenging student and family needs
- Assist parents, students, and staff with transportation questions and issues, in collaboration with transportation company

Professionalism

- Help manage the process and procurement of substitute teachers

- Work collaboratively with administrative, teaching, custodial, and office staff
- Demonstrate cooperation, openness for growth, and a willingness to contribute as a productive team member

Qualifications & Requirements

- Candidates must hold a high school diploma or GED
- Post-secondary training and experience preferred
- Experience working in a general office or other work equivalent training preferred
- Proficient in computer applications including but not limited to Google Suite (sheets, docs, etc.)
- Project management skills, including personal initiative and ability to collaborate and coordinate with others
- Ability to work in an environment with constant interruptions and periods of high-volume activity.

Other Responsibilities

Responsibilities include: working under limited supervision. There is some opportunity to affect the organization's services.

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires 50% sitting and 50% standing. The job is performed under minimal temperature variations and in a generally hazard-free environment.

Acknowledgment

This job description is intended to provide an overview of the position's requirements. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any job requirement by the employee, is intended to create a contract of employment of any type.