

Wauconda Community Unit School District #118

TITLE: SECRETARY – 10 MONTH

QUALIFICATIONS:

- High School Graduate or Equivalent.
- Ability to deal with the public tactfully and courteously.
- Ability to work with children and other School District personnel.
- Knowledge of and ability to use business English, spelling, commercial arithmetic, modern office machines, bookkeeping principles and practices.
- Ability to maintain clerical records and prepare reports from such records.
- Ability to make mathematical computations accurately.
- Ability to work collaboratively.
- Conscientious about attendance and punctuality.
- Ability to respond to and/or provide first aid in an emergency situation.

REPORT TO: Building Principal

WORK YEAR: 10 Months (200 Days)

SALARY: Hourly

JOB DESCRIPTION: Provides secretarial assistance to school administrators.

Primary Responsibilities:

1. Courteously directs visitors and a large volume of telephone calls supplying information, taking and distributing messages.
2. Deals with various ages of students and their problems both physical and emotional.
3. Displays knowledge and proper use of state mandated and district forms.
4. Takes initiative in preparing required reports; i.e., special education, attendance, student activity and others as directed by the building administrator, and/or special education personnel.
5. Displays knowledge of enrollment and withdrawal procedures.
6. Maintains records in compliance with Illinois Student Records Act.
7. Makes decisions in accordance with established policies, regulations, and procedures.

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8. In the absence of the nurse, provides routine first aid and may elect to dispense medication in accordance with district policy.
9. Facilitates the flow of information and documents among staff members.
10. Handles sensitive information in a confidential manner.
11. Assists with school/community relations.
12. Handles and receipts all monies in school operations.
13. Orders and maintains records regarding school equipment and supplies.
14. Performs routine maintenance on office equipment; i.e., copy machines, typewriter, etc.
15. Compiles information for the newsletters, types, copies, collates, and distributes or bulk mails monthly.
16. Takes initiative in the principal's absence to minimize the effects of their absence.
17. Liaison between principal, teachers, parents and students ensuring expedient resolutions to any concerns.
18. Maintains staff/substitute attendance information.
19. Other duties as assigned by Supervisor.

Equipment Used

Calculator, computer (word processing, accounting, etc.) telephones, fax machine, copy machines and intercom.

8/02