

**JOB OPENING**  
**STUDENT SERVICES SECRETARY**  
**(Part Time)**  
**West Leyden**

DATE: August 14, 2025

<b><u>AVAILABLE</u></b>	Immediately
<b><u>SALARY</u></b>	\$18.44 per hour / Grade 3
<b><u>TERMS OF EMPLOYMENT</u></b>	10 Months Bilingual (English/Spanish or English/Ukrainian) speaking and writing skills preferred.
<b><u>HOURS</u></b>	25 hours per week: 7:30 a.m. to 12:30 p.m.
<b><u>BENEFITS</u></b>	Paid holidays per support staff contract Paid sick leave days per support staff contract IMRF participation Vol Vision / FLEX / Supp Life / Vol CI / Vol Accident offered

See accompanying job description for details.

If you are interested, please complete an online application at [www.leyden212.org](http://www.leyden212.org).  
Internal candidates apply by submitting a letter of interest and an updated resume to  
Dr. Brian J. Mahoney, Assistant Superintendent of Human Resources.

All applications must be submitted prior to 4:00 p.m. on Wednesday, August 20, 2025.



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Brian J. Mahoney, Ed.D.  
Assistant Superintendent of Human Resources



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## Student Services Secretary

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<b>Assignment:</b>	<b>10-month IMRF</b>
<b>FLSA Status:</b>	<b>Not Exempt</b>
<b>Location:</b>	<b>East or West Leyden</b>
<b>Terms of Employment:</b>	<b>10-Month Year</b>
<b>Wages:</b>	<b>According to the Leyden Support Council Contract</b>
<b>Evaluation:</b>	<b>Board policy on Evaluation of Educational Support Personnel</b>
<b>Reports to:</b>	<b>Student Services Department Chairperson and ESP Supervisor</b>

### **Qualifications:**

- Bilingual (English-Spanish or English-Ukrainian) speaking and writing skills preferred.

### **Essential Job Functions:**

- Ability to communicate clearly and effectively, both verbally and in writing.
- Strong interpersonal skills for interacting professionally with students, staff, parents, and community members in person, by phone, and via electronic communication.
- Proficiency in computer use, including various software applications; experience with Google Workspace preferred.
- Solid knowledge of standard office procedures and skill in operating common office equipment.
- Awareness of and commitment to maintaining the safety and security of students, staff, and school property.
- Consistent and reliable attendance to meet daily work requirements.
- Ability to maintain strict confidentiality regarding all student, staff, and school matters, including personal records, concerns, and disciplinary actions.

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### **Performance Responsibilities**

- Develop and maintain working knowledge of counseling and social work services available to students, parents, and guardians.
- Maintain accurate and up-to-date counseling department records (e.g., cumulative files, drop files, special education files, multilingual learner files) in compliance with confidentiality requirements.
- Assist counselors with the orientation of new students, including scheduling tours for incoming freshmen and other transfers.
- Issue student work permits in accordance with applicable guidelines.
- Coordinate logistics for college representative visits, including room reservations, posting notices in the student bulletin, Naviance, and visitor calendar.
- Supervise student aides, assign tasks, and track attendance.
- Schedule student appointments with counselors and social workers.
- Prepare and distribute documents, including memos, correspondence, flyers, and mailings.
- Use eSchool to access student schedules and other relevant information.
- Support planning and coordination of counseling- and social work-related events, including field trips and course selection activities.
- Request and collect homework assignments for students who are absent due to illness.
- Provide registrar coverage when necessary, including answering calls and producing transcripts.
- Collaborate with the scholarship counselor to organize and distribute scholarship materials from various organizations (e.g., Rotary, Parents Club).
- Maintain a tickler file to track important timelines and ensure counselors are informed of upcoming deadlines.
- Create Use of Facility (UOF) form for school programs as needed.
- Schedule 504 meetings and send meeting notices to parents.
- Perform other duties as assigned by the Student Services Department Chair, an administrator, or the Educational Support Personnel Supervisor.

### **Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

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The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Reviewed and Agreed to by:

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Employee Signature

Date

Revised: 7/6/21

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