

# Maywood-Melrose Park-Broadview School District 89

## School Secretary I and Office Clerk I

### THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

- Qualifications:**
- High School Diploma with 2 years of college preferred;
  - Minimum 2 years responsible office experience involving public contact;
  - Demonstrates skills in word processing and excel with experience in use of office equipment not limited to computers, photocopiers and fax machines;
  - Such alternatives as the Board of Education may find appropriate and acceptable.
  - Bilingual Spanish preferred.
- Reports To:** School Principal/Assistant Principal
- Location:** District 89 Elementary School TBD
- Terms of Employment:** 10 month position – Salary, benefits, and hours per SEIU Contract
- Job Goal:** Organizes, coordinates, schedules, communicates and serves as the liaison between administrators, faculty, staff, parents, students, organizations and the general public ensuring an efficiently run school office.
- Duties and Responsibilities:**
- Follows District policies and procedures as established by the Board;
  - Acknowledges and exhibits an attitude of respect and courtesy to all students, parents, staff and administrators;
  - Assesses the needs and/or concerns of all office visitors and responds in a professional and positive manner;
  - \* • **Maintains school checkbook to include counting money, providing statements of payments, deposits, check writing, ledger entries, as well as monthly reporting of Balance of Accounts and Trial Balances;**
  - Answers, facilitates and directs telephone calls in a timely manner;
  - Sorts, circulates, posts and distributes all in-coming and out-going correspondence, mail and packages;
  - Types, e-mails, edits, distributes and files all communication as requested;
  - Compiles forms and prepares registration folders for all students new to the School District;
  - Facilitates in the District-wide registration program time-line;
  - Verifies information, inputs student data, forwards copies to proper entities and maintains student records to include registrations (adds), transfers (drops), attendance (ADA), tardies and suspensions;
  - Fills out students "Form 4" and files it in a binder by classroom keeping binders in the school safe;
  - Inputs new student information into PowerSchool on the day the student is registered and updates all student emergency information;
  - Inputs quarterly "Honor Roll" students into PowerSchool;
  - Accurately produces monthly "Classification Reports" and distributes them as scheduled;
  - Creates monthly "Student Directories" by classroom and distributes them as scheduled;
  - Facilitates in writing Tardy Slips for all late students;
  - Answers all requests for student records;

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- Assists with the School Lunch Program adhering to the State mandates and the requirements and procedures drafted by the District;
- Review lunch program requirements and procedures on a yearly basis;
- Facilitates with the up-keep of all cold storage records;
- Types and records all work orders, requisitions, shipping slips and accident reports;
- Designs, types, edits, distributes and files correspondence/communications, staff directories, calendars, brochures, bulletins, honor roll lists, flyers, award certificates, student programs, graduation programs, etc.;
- Orders, Inventories, stores, distributes and/or collects all textbooks, educational materials, office supplies, etc.;
- Orders buses for school fieldtrips;
- Facilitates in all aspects of school fundraising;
- Assists with monitoring students out of the classroom;
- Administers to the well-being of students/staff when the health clerk or school nurse is not in attendance;
- Logs in all staff absences reporting any discrepancies of absences not reported on AESOP to the attendance secretary;
- Assists and works cooperatively with PTA/PTO organizations and encourages and supports the involvement of students, parents, and community members in all school activities;
- Maintains office bulletin board;
- Facilitates with the book inventory, Group I, Group II, Art and Graduation orders;
- Preserves the confidentiality of all students, parents, faculty and staff adhering to the appropriate code of ethics;
- Assists in amassing data for all District, State and Federal Reports;
- Works in partnership with other departments to complete tasks relevant to the operations essential to service our students, faculty and staff;
- Performs such other duties and assumes such other responsibilities as may be assigned by the Principal and Assistant Principal.

### Essential Functions:

- Ability to speak and write in a clear and concise manner;
- Ability to manage multiple tasks simultaneously;
- Ability to disseminate office material;
- Ability to organize and maintain an acceptable filing system;
- Ability to work Independently and as a team;
- Ability to sit, stand, stretch, bend, stoop, squat and lift objects;
- Ability to meet daily attendance and punctuality requirements.

### Evaluation:

- Performance of this position will be evaluated by the Principal/Assistant Principal in accordance with the Board's Policy on "Evaluation of Educational Support Personnel" and the "Service Employees International Union" (SEIU) Contract.

**\* School Secretary ONLY**