



RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

Position Description

Job Title:	Academy Secretary
Reports To:	Academy Leaders
Category/FSLA:	Group 7/Non-Exempt
Terms of Employment:	Twelve-month, Full-time employment.
	Hourly salary as established in the Agreement

QUALIFICATIONS

To perform this job successfully, an individual must be self-motivated, independent, strong analytical and people skills required. The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the position.

1. Strong oral and written communication skills.
2. Excellent knowledge of Office 365, G-Suite, computers and familiarity with computer programs at a proficient or advanced level required.
3. Knowledge of office procedures and operation of office equipment.
4. Strong familiarity of District 227 Policies
5. Strong organizational skills with the ability to manage an office.
6. Strong interpersonal relations skills with ability to work with parents, teachers, students and all staff in a positive manner with strong public relations skills.
7. Ability to complete, prioritize, and multi-task without supervision.
8. Ability to maintain confidentiality.

JOB GOALS

To assist all academy leaders, division leaders and administrators with the smooth functioning of the school including any other academy work including but not limited other duties assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepares, types and distributes correspondence, report forms, calendars, schedules, and teacher observations and evaluations for the Academy Leaders as requested
2. Assist with testing as directed by the Academy Leader
3. Maintains office records and generates student computer reports when needed.
4. Enters purchase requisitions and generates budgetary reports.
5. Coordinate full day substitute teachers and period subs.
6. Ensure lesson plans are available for the substitute.
7. Organizes Freshman Night and assists Principal Secretary with student academic awards and Open House, Parent Teacher Conferences, registration, curriculum fairs, back to school night, and summer school including but not limited to summer school graduation
8. Generates and coordinate distribution of student schedules throughout the school year.
9. Data entry and filing of test scores.
10. Sets up bus transportation for field trips as requested by Academy leaders
11. Order food and schedule rooms for academy leaders
12. Prepare certificates for special recognition for students
13. Pull data for academy leaders regarding grades
14. Schedule parent meetings and answer all calls

15. Organize calendars for academy leaders as requested
16. Make copies as requested by academy leaders
17. Order academy supplies and materials
18. Assist with graduation, award nights, and special events
19. Backup secretary for the Associate Principals Secretary
20. Other Duties as assigned by administrators

PHYSICAL REQUIREMENTS

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 talk, hear, and use hand and fingers to operate a computer keyboard and telephone. Frequent sitting and occasional walking are also required.

FINALIZED DATE: December 16, 2020