



Rock Island-Milan School District 41

JOB DESCRIPTION
Secretary to the High School Dean

POSITION INFORMATION:

POSITION TITLE	Secretary to the High School Dean
DATE CREATED or AMENDED	November 14, 2022/December 2025
DEPARTMENT	Secretary
LOCATION	RIHS
FULL-TIME/PART-TIME	Full-Time
APPOINTMENT TERM	195/201/Day
FLSA: EXEMPT or NON-EXEMPT	Non-Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	High School Dean
OTHER INFORMATION	AFSCME-Bargaining Agent- Level A- 30,972-47,215

POSITION SUMMARY INFORMATION:

Serves as a secretary in the Dean's Complex and performs such duties to ensure the accurate and efficient processing and maintenance of student attendance and disciplinary records.

Functions and Responsibilities:

- Maintains respect at all times for confidential information.
- Keeps track of student attendance. Writes admit slips for absences and passes for tardy students.
- Provides clerical support to Deans and to the Dean's office(s)
- Communicates with families and community members when appropriate.
- Monitors the attendance "call-in" line.
- Distributes the teacher's daily attendance checks. Input and edit daily attendance.
- Directs students to the appropriate person to assist them with their challenging situation.
- Processes referrals for Dean to review and enters into the correct computer software.
- Input and update demographic data for all students.
- Assist with bulk mailings throughout the school year.
- Monitors student data (personal, family, behavioral, grades, etc.)

Supervisory Responsibilities

When students are in the office area, general supervision of their behavior.

Required Education:

Associate's degree or equivalent from a two-year college or technical school or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Required Experience/ Qualifications:

Six months to one year

Certifications/ Licenses:

N/A

Required Knowledge, Skills, and/or Abilities

- Competent in required job skills and knowledge
- Exhibits the ability to learn and apply new skills
- Microsoft Office Suite
- Google Applications
- Typing
- Organizational Skills
- Exhibits the ability to work in a diverse environment
- Excellent communication skills (oral and written)

Physical Demands/Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

Supervisor Signature

Date

Employee Signature

Date