



Rock Island-Milan School District 41

JOB DESCRIPTION

Secretary (Rover)

POSITION INFORMATION:

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| POSITION TITLE | Secretary (Rover) |
| DATE CREATED/AMENDED | July 21, 2022/ February 2026 |
| DEPARTMENT | Human Resources |
| LOCATION | Various Locations |
| FULL-TIME/PART-TIME | Full-Time |
| APPOINTMENT TERM | 260/Days – <i>(Will vary depending on assignment)</i> |
| FLSA: EXEMPT or NON-EXEMPT | Non-Exempt |
| REPORTS TO: TITLE of POSITION SUPERVISOR | School Principal |
| OTHER INFORMATION | AFSCME - \$40,909-\$62,341 (C) |

POSITION SUMMARY INFORMATION:

Under the school principal's direction, the secretary will provide secretarial support to the assigned staff. Communicates information to staff, the public, and other districts. Assists in orienting new employees with necessary administrative details. Monitors student attendance and ensures compliance with financial, legal, and administrative requirements.

***This Rover position will be assigned to the District and moved to various locations as needed.**

Functions and Responsibilities

General Responsibility

- Greets and directs visitors demonstrating customer care and providing support
- Answer phones in a professional manner, take messages, and direct calls to the correct person
- Maintains student files and records and manages other pertinent files for the building
- Creates program with student names, copy and fold to handout at promotion, update principal's promotional binder

- Makes copies and maintains the copy machine
- Manages incoming mail and distributions (create labels for mailings)
- Provides support field trips and makes transportation arrangements
- Responsible for contacting substitute teachers
- Ensures all visitors have passes
- Keeps track of key distributions and returns (Principal approval)
- Manages phones and camera systems
- Complete the monthly newsletter
- The initial point of contact when students need assistance with illness

Report Cards:

- Prepares teacher grade verification reports and enters any missing or revised grades
- Prints draft and final report cards. Ensures that Deans review final drafts
- Completes the processing of final report cards and mail
- Midterm Progress reports: Check for missing grades, send to Dean for the last review, and then mail cards out

Registration:

- Assists with the registration process
- Compiles list of incoming students; verifies addresses and sends
- Schedules new student enrollment and student terminations
- Permanent Record Cards: complete new district student card, new student enrollment date, and affix transcripts to all cards

Attendance Responsibilities:

- Monitors student attendance daily. Determines the type of absence and applies appropriate attendance codes into the K-12 system
- Runs monthly attendance to verify absences, student enrollments and drops/exits. Information from the report is then transferred to a spreadsheet and submitted to the Business office/Accounts Payable

Financial Responsibilities:

- Creates requisitions and orders supplies
- Responsible for all book and record-keeping needs of the building
- Maintains checkbook, deposits, and checks
- Responsible for school activity fund, cash receipts, deposits, bank reconciliation, and processes reimbursements

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

Six months to one year of secretarial or clerical experience

Required Knowledge, Skills, and/or Abilities

Microsoft Office Suite

Google applications

- Typing
- Organization skills
- Ability to multi-task
- Ability to operate standard office equipment
- Customer Service
- District Software
- Dependable
- Demonstrates diplomacy

Certifications, Licenses:

N/A

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 40% sitting, 30% walking, and 30% 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