

SUBSTITUTE BUILDING SECRETARY

Primary Function (Job Goal)

To provide all secretarial services necessary to assure the functioning of the school. This would include working with administrators, staff, parents, students, and others to assure all students are achieving success.

Reports To (accountability)

Building Principal or Department Supervisor

Supervisory Responsibilities

None

Qualifications

- High school diploma or GED
- Previous office or school experience
- Highly advanced office skills including use of a PC computer, knowledge of using Word processing, spreadsheet and database to be used for a variety of purposes
- Ability to complete work tasks with little supervision
- Ability to maintain confidentiality in matters relating to staff, students and administrators
- Ability to work with a variety of people in a highly diverse environment
- Ability to work in an environment with frequent telephone and walk-in interruptions; flexibility a must
- Ability to meet deadlines with severe time constraints
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

Physical Requirements

Utilize resources from other work units when required to perform the job's functions. Must communicate verbally and through email with district schools when providing information. This information includes, but is not limited to, arrival and departure times of school buses, arrival and departure times of extra-curricular activities, alternative school bus stops, and behavioral actions of students on school buses.

Generally the job requires 75% sitting, 20% walking, and 5% standing and significant finger dexterity in order to operate a two-way radio and needs appropriate hearing to understand radio communication and appropriate vocalization to be understood over the two-way radio. This job is performed in a generally clean and healthy environment.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform all basic secretarial tasks such as answering the telephone, taking messages, delivering mail, assisting with inventory and ordering office supplies.
- Prepare materials for special purposes such as registration, staff meetings, etc.
- Welcome visitors and guests.
- Help students with requests.
- Provide data entry services for the school, and secretarial support for the student information management system and procedures.
- Provide general secretarial assistance for the building staff and school public, as specified, scheduled and defined by the Principal.
- Assist with all procedures related to student registration, residency requirements, transportation services, and the establishment, maintenance or transfer of student record files.
- Assist with the maintenance of all school records and files, and the preparation of required reports in accordance with State of Illinois mandates, Board of Education and District policies and procedures, and specified building requirements.
- Provide basic bookkeeping services for the building.
- Prepare and process student attendance reports.

- Prepare and process building staff attendance reports, and related payroll information records.
- Schedule substitute teachers for pre-arranged teacher absences, i.e., conference, workshop, trip, and special events.
- Serve as telephone and building receptionist and liaison between the school, community, principal, parents, staff and students.
- Sort and distribute all mail, parcels and packages delivered to the building.
- Collect and process all student fees.
- Process requisitions and purchase orders for the school.
- Prepare and maintain current building inventory records of equipment, materials and supplies.
- Record, prepare and maintain student and building staff attendance records.
- Assist representatives of parent groups in the preparation, duplication and distribution of announcements or materials.
- Perform all job requirements with a professional cheerful attitude.
- Assume other related duties and responsibilities that the principal may assign.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Advanced office skills including use of a PC computer, knowledge of word processing, spreadsheet, database and routing and planning software.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

At-Will Employee Status

Completion of mandated training through Global Compliance Network

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Educational Support Personnel.

Employee Signature

Date