JOB DESCRIPTION
SECRETARY - C
ELEMENTARY SCHOOLS INSTRUCTION & EQUITY

JOB DESCRIPTION CREATION / REVISION DATE: 5/3/19

POSITION TITLE: Secretary - C – Elementary School Principal

DEPARTMENT: Elementary Schools Instruction & Equity

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL(S):
Provide office support to the building principal, students, employees, and visitors to ensure organized and efficient operations within the school. Monitor the daily operations of the main office and assist the building principal with routine administrative tasks as directed. Maintain confidentiality of student information in the school and community.

JOB DUTIES / ACCOUNTABILITIES:
1. Schedule and coordinate meetings and appointments for the principal.
2. Compose and respond to correspondence on behalf of principal as assigned.
3. Answer, transfer phone calls, and record messages as necessary.
4. Prepare and disseminate memos, forms, newsletters, reports, and other communications.
5. Maintain bookkeeping records, prepare bank receipts, deposit monies, and prepare monthly financial statements for the financial services department.
6. Monitor school accounts and prepare a variety of administrative documentation.
7. Order department inventory of supplies for principal and main office.
8. Serve as timekeeper and maintain absence management system for staff members.
9. Lead and participate in the annual student registration and enrollment process.
10. Receive, sort, and distribute documents and correspondence.
11. Maintain designated spreadsheets and all department files.
12. Prepare, update, and maintain confidential student cumulative files.
13. Schedule after school functions including school activities and public events.
14. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Five years of secretarial duties preferred.
2. Proficient in specialized computerized computer programs and applications ie. Infinite Campus and Great Plains preferred.

EDUCATION:
High School Diploma or equivalent required. Associate’s degree preferred.

PHYSICAL DEMANDS:
1. Ability to work on a computer over major portion of the work day.
2. Ability to lift up to 25 lbs.
DUSA QUALIFICATIONS REQUIRED*:

SECRETARIAL CLASSIFICATION CRITERIA
(*As defined in the 2017-2022 Agreement between District U-46 Secretarial Association and the Board of Education)

Classification A (Proficiently demonstrates all criteria listed)
- Ability to communicate and interact with staff and co-workers in a professional manner
- Demonstrates positive customer service skills
- Demonstrates confidentiality
- Ability to work independently
- Ability to prioritize tasks
- Demonstrates organizational skills
- Keeps accurate filing
- Maintain appropriate inventories and online file management
- Able to use office machines (ex. laminator, fax, intercom, phone, copier)
- Accurate typing/keyboarding
- Working knowledge of computer programs
- Willingness and ability to learn

Classification B (Proficiently demonstrates all criteria listed, Including classification A)
- Perform reception duties
- Perform student attendance duties
- Utilize excellent written and verbal communication skills (parents, staff and students)
- Responsible for tracking and balancing building/department expenditures (if applicable)
- Working knowledge of computer program Word and Excel
- Willingness to learn and become proficient in advanced applications and specialized computer programs (Mail Merge, Student Information Systems, Business Portal, etc.)

Classification C (Proficiently demonstrates all criteria listed, including classifications A and B)
- Demonstrates appropriate decision making in support of or in absence of director or supervising administrator
- Knowledge and ability to perform necessary tasks to ensure the smooth operation of the district level department/building
- Proficient in specialized computer programs and applications.
- Responsible for creating and initiating written and verbal communication (community and district officials/representatives)
- Responsible for maintaining director or supervising administrator calendar/schedule (if applicable)

TERMS OF EMPLOYMENT:
This is a 10-month position. Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of DUSA employees.

Employee Signature: ____________________________ Date: ____________

Supervisor Signature: ____________________________ Date: ____________