JOB DESCRIPTION
SECRETARY - C
SECONDARY SCHOOLS INSTRUCTION & EQUITY

POSITION GROUP: DUSA

POSITION TITLE: Secretary – C – Associate Principal and Counseling

DEPARTMENT: Office of the Associate Principal and Counseling

REPORTS TO: Associate Principal

SUPERVISES: N/A

POSITION GOAL(S):
The secretary is a critical role and is expected to organize, establish and maintain an environment that is responsive and respectful to students, staff, parents, and community partners. The secretary ensures safe and effective school operations through office management, communications, collaboration with other staff, and directed procedures. The person in this position must exercise strong time management, multitasking, and prioritizing skills while upholding School District U-46 ICARE Standards and utilizing excellent verbal and written communication skills to ensure all timelines are met. Maintain confidentiality of student/staff information in the school and community.

JOB DUTIES / ACCOUNTABILITIES:
1. Schedule and coordinate calendars, meetings, and appointments for the Associate Principal and Counseling Office as needed.
2. Prioritize tasks to meet timelines on a variety of projects as assigned.
3. Responsible for general office duties including answering phones; greeting and directing office visitors; assisting and supporting staff; screening phone calls; transferring phone calls to the appropriate party.
4. Receive, sort, and disseminate correspondence for and/on behalf of the supervising administrator including the original “draft” of memos, forms, newsletters, reports, and other correspondence as assigned.
5. Assist in the logistical planning and execution of various student testing.
7. Coordinate all data necessary for student registration.
8. Prepare verifiable department reports as requested.
9. Assist students in the completion of various applications and educational financial aid forms.
10. Assists students in completing individualized tasks assigned by a school counselor.
11. Assists school counselors in establishing and maintaining student records; compiles, records, and updates routine reports as necessary (i.e. Naviance reports, Infinite Campus reports, My Data warehouse reports, etc.)
12. Under the direction of the Associate Principal, locates and acquires career and postsecondary education materials and assembles information packets for teachers for classroom use.
13. Maintains inventories of department specific books and pamphlets and replenishes materials as necessary.
14. Responds to telephone inquiries concerning general counseling activities.
15. Participate in related training when offered by the district.
16. Other duties as assigned.
EXPERIENCE / KNOWLEDGE:
1. Ability to work well in a fast-paced professional environment and operate with a sense of urgency in accomplishing goals and objectives while maintaining a customer focus.
2. Working knowledge of Microsoft Office suite and Google applications.
3. Ability to manage multiple concurrent projects, setting priorities to meet assigned timelines.
4. Familiar with online student information systems (i.e. Infinite Campus) preferred.
5. Bilingual English/Spanish written/verbal (preferred).

EDUCATION:
1. High School diploma or equivalent required.

PHYSICAL DEMANDS:
1. Ability to work on a computer/telephone over the major portion of the day.
2. Ability to lift up to 25 pounds.

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)
Retention: Indefinitely

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SECRETARY - C
SECONDARY SCHOOLS INSTRUCTION & EQUITY

- 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)
- Responsible for office management, environment, staff, finances (banking and financial software)
- Ultimately responsible for coordination, organization, facilitation of district level department/building

TERMS OF EMPLOYMENT:
This is a 12 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.

JOB DESCRIPTION CREATION / REVISION DATE: 4/30/20

Employee Signature: ________________________________  Date: ____________
Supervisor Signature: ________________________________  Date: ____________