JOB DESCRIPTION
SECRETARY - B
SECONDARY SCHOOLS INSTRUCTION & EQUITY

POSITION GROUP: DUSA

POSITION TITLE: Secretary B – Sub Caller

DEPARTMENT: Secondary Schools Instruction & Equity

REPORTS TO: 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. Facilitate the efficient placement of substitute teachers and support an assigned department.
2. Serve as the Absence Management System “Gatekeeper”, assuring classroom coverage for absent teachers throughout the day.
3. Provide period-by-period classroom coverage as needed.
4. Provide building orientation for substitute teachers as needed.
5. Assist substitute teachers with Workforce System, inputting/correcting time and labor issues as they arise.
6. Reconcile all absence data weekly to assure accuracy is maintained in the system.
7. Collaborate with other district sub callers to assist in filling their positions when able.
8. Attend professional development trainings as required.
9. Maintain and report attendance records for all certified staff.
10. Serve as secretary to an assigned department.
11. Provide assistance for walk-in requests for information
12. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

2. Experience with Workforce (preferred).
3. Ability to work well in fast-paced professional environment and operate with a sense of urgency in accomplishing goals and objectives while maintaining a customer focus.
4. Working knowledge of Microsoft Office suite and Google applications.
5. Ability to manage multiple concurrent projects, setting priorities to meet assigned timelines.
6. Familiar with online student information systems (i.e. Infinite Campus) preferred.
7. Bilingual English/Spanish written/verbal (preferred).
8. Three years of secretarial experience preferred.

EDUCATION:

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.)

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.

JOB DESCRIPTION CREATION / REVISION DATE: 4/16/20
JOB DESCRIPTION
SECRETARY - B
SECONDARY SCHOOLS INSTRUCTION & EQUITY

Employee Signature: ________________________________ Date: _____________
Supervisor Signature: ________________________________ Date: _____________