

## **JOB DESCRIPTION**

**Title:** 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

**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

**Performance**

**Responsibilities:**  
(Essential Duties)

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.
- Maintain professional confidentiality in all areas of responsibility.
- 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.
- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Assume other related duties and responsibilities that the principal may assign.

**Terms of Employment:** Minimum 210 days

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

Copy to Employee and Supervisor