

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

School Secretary

CLASSIFICATION:

Administrator:

GEEA

ESP:

 X AFSCME

 EXEMPT

DEPARTMENT:

Finance, Facilities, and Operations

REPORTS TO:

- Administrative School Secretary
- Building Principal

GENERAL RESPONSIBILITIES

The School Secretary provides support to the elementary school staff, students, administration and parents by assisting in the smooth and effective running of the elementary school.

ESSENTIAL JOB FUNCTIONS

- Answers the telephone, provides detailed messages, and refers phone calls to appropriate individual when an independent response cannot be provided.
- Responsible for visitor sign-ins and passes
- Sorts and prioritizes daily mail/correspondence with urgent mail handled appropriately.
- Maintains attendance records and other computer related reports as required; makes follow-up calls to parents regarding student attendance.
- Assists in student registration and prepares transfer records for students.
- Assists in coordinating waivers and free lunch program for students
- Assists in maintaining office copiers and other general office equipment.
- Assists staff members, students and substitute teachers, as necessary.
- Assists the Administrative Secretary as needed.
- Interfaces with all levels within the District.

KNOWLEDGE AND SKILLS

- Must be proficient as a typist and in the use of a personal computer, photocopier, telephone system, and other general office equipment.
- Familiarity with word processing and spreadsheet software preferred.
- Requires an understanding of confidentiality and good interpersonal skills.
- Requires good oral and written communication skills, and organizational skills.
- Able to handle a number of tasks of a diverse nature simultaneously.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent required.

EVALUATION

- Building Principal or Assistant Principal will evaluate annually.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 10 month

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature