

# 200- DAY SECRETARY

**QUALIFICATIONS:**

- High School Diploma
- Demonstrated aptitude or competence for assigned responsibilities
- Preferred technology skills: Word for Windows and Excel Spreadsheet

**REPORTS TO:** Building Principal

**JOB GOAL:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

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## **PERFORMANCE RESPONSIBILITIES:**

- ◆ Performs daily office routines.
- ◆ Provides assistance and guidance to the school office clerk. (Where applicable)
- ◆ Greets all visitors courteously, determines their needs, checks appointments, and directs them to the proper person.
- ◆ Answers office telephone and responds appropriately to requests for information.
- ◆ Answers questions of callers according to school policy; takes messages for staff members; and pages authorized personnel for follow-up action.
- ◆ Performs such other miscellaneous school communications duties as may be assigned.
- ◆ Supervises the collection of daily attendance data, and all summary reports.
- ◆ Confers with parents regarding absences and makes home calls when necessary.
- ◆ Maintains important documents such as written communications to/from parents, student records, monthly reports, purchase requisitions/orders, etc.
- ◆ Maintains such student records as shall be required by Illinois School Code regulations.
- ◆ Performs various related office duties as assigned.

**PROFESSIONAL ATTRIBUTES:** Possess strong interpersonal "people" skills. Values and promotes a team effort approach to address daily challenges. Demonstrates effective communication skills.

**BARGAINING UNIT POSITION:** 200 days a year, 7.5 hours per day. Salary and benefits commensurate with contractual commitments.

**EVALUATION:** Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.