

STARK COUTNY CUSD #100
Job Description

Job Title: SCHOOL BUILDING SECRETARY

Reports To: Building Principal

Evaluated By: Building Principal

WORK YEAR: 231 DAYS

WORK DAY: 8 HOURS

JOB GOAL: To provide confidential assistance to the School principal, and to assure the smooth and efficient operation of the building office so that the office's maximum impact on the education of children can be realized.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent (one year of vocational training or college preferred)
2. 21 years of age or older
3. Have completed at least three (3) years secretarial experience
4. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
5. Ability to understand and follow oral and written instructions
6. Ability to maintain confidentiality
7. Skilled in computer operation and use of computer programs involving word processing and student data management software; must also be able to use telephone, calculator, copier, and other office equipment
8. Ability to respond sensitively to questions and complaints from students, parents, staff, and the public and maintain confidentiality of information
9. Ability to type accurately and rapidly; possess language skills including composition, punctuation, spelling, correct usage, and ability to draft routine correspondence as directed by the principal
10. Ability to research information and compose memos, letters, and other correspondence for a supervisor/administrator signature
11. Ability to set up and use an efficient filing system
12. Ability to work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
13. Ability to direct the office operations and direct the work responsibilities of the office staff
14. Physical requirements may include:
 - A. Light to moderate degree of physical stamina
 - B. Ability to stand, walk, and bend frequently, and occasional lifting up to 50 lbs.
 - C. Ability to use computer, telephone, and other office equipment for extended periods of time
 - D. Ability to make frequent trips from desk to counter, files, and other office location
15. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Oversee work of office and clerical staff at the School; train student office assistants in office procedures if directed by principal
2. Type correspondence, memos, staff evaluations, agendas, and reports; take, type and distribute minutes of meetings as directed
3. Monitor the School budget accounts, monitor fund expenditures, assist in the budget development
4. Serve as the primary contact person and liaison between the principal and students, teachers, parents, district personnel, staff, and the community
5. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
6. Answer and screen telephone calls, provide information on school policies/procedures or refer to appropriate staff member
7. Maintain principal's calendar, arrange meetings and monitor working files as related to the building staff
8. Share function of building receptionist with other Office Aide; greet visitors, answer inquiries from students and parents referring visitors to appropriate staff member
9. Maintain or supervise the recording of teacher attendance and reasons for absences, process the timesheets for all staff and submit to the district office
10. Coordinate the closing-of-school procedures, collecting grade books, handbooks, keys, assist in the preparation of graduation set-up, programs, etc.
11. Assist in the preparation for the opening of school for staff and students
12. Train and supervise student assistants on proper telephone etiquette, acting as receptionist for students and parents, delivering a variety of material to teachers and offices and performing general office duties
13. Arrange for substitute teachers and non-certified staff
14. Act as a friendly ambassador for the Stark County School District
15. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration
16. Maintains satisfactory attendance, as defined in District policy and regulations
17. Serve as mandated reporter to Department of Children and Family Services

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. Valid Illinois Driver's License (preferred)
3. Bloodborne Pathogen Training/Hepatitis B Shot Series Training

PHYSICAL DEMANDS: Must maintain the ability to perform the essential functions of this job.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.