



# Keeneyville School District #20

**Job Title:** School Secretary/Paraprofessional  
**Reports to:** Early Childhood Program Coordinator  
**Employment:** 9 1/2 months (190 days)  
The school year plus one week prior to the beginning and one week after the year ends.

**Summary:** The School Secretary is responsible for a variety of duties, which contribute to a smooth operation of the school building.

## Education and Experience:

1. State Paraprofessional License from ISBE
2. Experience with computers.
3. Experience with word processing.
4. Aptitude for mathematics.
5. CPE certification or willingness to be trained.
6. Good public relations skills.
7. Pleasant, well groomed, self-confident, enthusiastic, tactful, ability to organize, multi-task, be a self-starter and maintain confidentiality in all aspects of the job.

## Essential Duties and Responsibilities:

1. New student registration including obtaining all student records.
2. Maintain student records including data entry and retrieval and adhering to School Board record retention policies.
3. Data entry of student absence calls, tardies, early dismissals. Make parent calls for students not reported absent.
4. Willingness to participate in Embrace IEP training.
5. Maintain student files following program requirements.
6. Maintain EL files and documentation.
7. Maintain Early Childhood, EL, and IEP data in Skyward.
8. Compile list, schedule, and send preschool screening information to families.
9. Issue a daily absence report to staff.
10. Assist in obtaining teacher substitutes for planned staff absences.
11. Provide assistance with the school copiers.
12. Responsible for requisitioning office supplies.
13. Screening and directing phone calls and visitors.
14. Responding to parent/visitor inquiries and requests.
15. General filing, routine mailings and ordinary office duties as assigned.
16. Work with District Office to maintain all records for state compliance.
17. Assist with classroom activities under the direction of the certified teacher.
18. Work with individuals or small groups at the teacher's request to review, reinforce, enrich and/or expand skills and concepts presented.
19. Collaborate with the teacher(s) regarding children's progress, interest levels, or problem areas.
20. Assist with the behavior management system under the direction of the teacher.
21. Assist with daily charting of progress on academic and behavioral charts relevant to students.
22. Utilize confidential and personal information concerning students and staff for professional purposes only, and in accordance with District regulations.
23. Participate in appropriate staff development programs.
24. Assist with instructional modifications recommended by planning team.



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25. Participate in multidisciplinary staffing if requested.
26. Assist with toilet training and changing students is required.
27. Provide support to students who require assistive technological needs for communication.
28. Assume any other duties assigned by the Early Childhood Program Coordinator.