

TITLE: Building Secretary

QUALIFICATIONS: High school diploma and two years of post-secondary training and previous experience as a secretary; OR graduation from a recognized school of secretarial skills and two years' job experience; OR five years' successful employment as a school secretary within this District or in another District of comparable size. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOALS: To support the mission, vision, and core values of Roselle School District 12:

PERFORMANCE RESPONSIBILITIES:

- Monitors front door security and determine the level of entry
- Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed
- Places and receives telephone calls, and records messages
- Orders and maintains supplies as needed
- Performs any bookkeeping tasks associated with the specific position
- Maintains a schedule of appointments and makes arrangements for conferences and interviews
- Welcomes visitors and assists as necessary with the appointments, including scanning in visitors, providing ID badges, connecting them with staff, directing them to locations, and providing them with resources
- Support assistant secretary with attendance procedures as needed.
- Coordinates Student Pictures
- Troubleshoots and coordinates service for certain office and building equipment, including phones, copiers and communication devices (Building specific)
- Supports planning for special school events/celebrations
- Works with District database to maintain student and parent data
- Completes District reports (building specific)
- In the absence of the school nurse, assists students with minor medical needs, including ice packs and band aids
- Assists with all school correspondence from the Main Office
- Assists with registration
- Purchase orders; requisitions, and maintaining files for payment
- Other duties as assigned by the Principal
- Review and maintain timesheets bi-monthly

- Knowledge of how to use a student information system (Skyward preferred but not required)
- Organizes indoor/outdoor recess schedule
- Works with Superintendent Secretary to organize student lunch orders
- Communicates with student bus company
- Posts and copies report cards for teachers to distribute

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, stand, walk and to reach with hands and arms, and occasionally required to stoop, kneel, or crouch. The employee is occasionally required to lift and/or move up to 20 pounds.

Reasonable accommodations may be made in order to enable individuals with disabilities to perform essential job functions.

TERMS OF EMPLOYMENT:

Full-time

Approximately 202-day assignment; begins ten days prior to the start of the school year and finishes ten days after the last day of school. A fingerprint-based criminal background check is required for hire and employment with the District is contingent upon the results.

EVALUATION:

Performance of this job will be evaluated in accordance with State and local laws and Board policies.

SALARY:

Base pay beginning at \$22/hr with consideration given for experience, fluency in either Spanish or Polish.