

# Secretary to the Department Chairs

## Job Description

### PORTRAIT OF A LEARNER

D127 STUDENTS AND STAFF ARE...

CURIOUS



COLLABORATIVE

INVESTED



RESILIENT

PRINCIPLED



EMPATHETIC

UNFINISHED



**LOCATION: Assigned Building**

**DEPARTMENT: Assigned Departments**

**REPORTS TO: Department Chairs/Assistant Principal**

**TERM: 10 MONTH FULL TIME POSITION GEA**

### POSITION SUMMARY:

The job of Secretary to the Department Chairs is done for the purpose(s) of providing diversified secretarial duties in support of the assigned school administrator(s) and the departments, conveying information regarding department functions and procedures; coordinating assigned projects and activities; and ensuring efficient operation of support functions.

### QUALIFICATION - EXPERIENCE – KNOWLEDGE:

- Consistent Attendance and Punctuality:
  - Demonstrates regular attendance and punctuality for reliable work performance.
- Multitasking and Adaptability:
  - Capable of handling multiple large-scale tasks simultaneously under varying deadlines and adapting to changing work priorities, including simultaneous projects for multiple department chairs
  - Proactively manages projects, anticipating challenges, and collaboratively engaging with team members to identify and implement innovative solutions
- Professional Conduct and Communication:
  - Maintains a professional demeanor, handles confidential information discreetly, and demonstrates tact, good judgment, and initiative in interactions with students, faculty, and parents/guardians.
  - Effectively communicates with diverse groups, utilizes modern communication tools, and employs clear and concise oral and written communication skills.
  - Engages positively and professionally at all times with all stakeholders.

- Collaborative Efficiency:
  - Works effectively with all levels of internal management, staff, students, and parents/guardians.
  - Functions well as part of a team, efficiently managing interruptions, setting work priorities, and handling tasks under minimal supervision.
- Technological Proficiency:
  - Proficient in operating standard office technology and utilizing relevant software applications.
  - Prepares and maintains accurate records using digital tools.
  - Current technologies include but are not limited to: Google Suite, PowerSchool, Skyward, Microsoft Office (Excel), pivot tables, merge sheets, Schoollinks, basic office equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Other duties may be assigned)

Administrative Support:

- Assists assigned administrative personnel with their functions and responsibilities.
- Maintains and organizes department budgets, grant information, and student records.

Communication and Coordination:

- Evaluates situations and responds to inquiries, both internal and external, to provide information and facilitate communication, including communicating on behalf of the department chair(s).
- Coordinates and monitors various projects and activities in collaboration with department administrators.

Scheduling and Organization:

- Manages calendars using Google Calendar and rSchool for administrators and staff.
- Schedules a variety of activities, meetings, and events to ensure proper arrangements on behalf of departments and department chairs.

Data Management and Reporting:

- Compiles data from diverse sources and researching topics to prepare reports and recommendations.
- Processes various reports, documents, and correspondences, including confidential information.
- Monitors purchases, reimbursements, and grants, while maintaining and reconciling account balances for budget categories.

Currently Supports the Following Events/Activities, which may include, but not limited to:

- IEP schedules and communication
- Standardized testing (i.e., ACCESS, Seal of Biliteracy, ISA, accommodations)
- Department/Community/Career events hosted by the district that support departments (i.e., Lake County STEM for Girls, Veterans Day, Probability Fair, Bilingual Parent Advisory Committee events)

**OTHER FUNCTIONS/RESPONSIBILITIES**

Administrative Support and Coordination:

- Assists and serves as a backup to various administrative support personnel for seamless functioning.

- Coordinates testing accommodations, parent/teacher conferences, testing logistics, and onboarding/scheduling paras.

Administrative Representation:

- Represents assigned administrators in their absence to convey and gather necessary information.

Professional Development and Flexibility:

- Participates in district and building training to stay updated on district software and perform other related duties as assigned for efficient school district functioning.

**SKILLS REQUIRED:**

The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to demonstrate regular attendance and punctuality
- Ability to perform several tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to maintain a professional demeanor in all situations and must be able to withhold confidential information
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and parents/guardians
- Ability to communicate with diverse groups
- Ability to operate standard office equipment including using pertinent job related software applications and preparing and maintaining accurate records
- Ability to work well with all levels of internal management, staff, and students as well as parents/guardians
- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills and the use of proper grammar and punctuation to write routine reports and correspondence
- Ability to work effectively as part of a team and with frequent interruptions
- Ability to set work priorities, and work efficiently under minimum supervision

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to sit for extended periods of time; enter data into a computer terminal/typewriter; operate standard office equipment; use a telephone; see and read a computer screen and printed matter with or without vision aids, hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels and on the telephone.

**WORK ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing and/or pulling and significant finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing.

**FLSA STATUS:** Non-Exempt

The individual(s) currently holding this position may perform additional duties and additional duties may be assigned. There will be an annual performance evaluation for this position performed by the assigned supervisor.

*Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this position should contact the office of the superintendent.*