



Cicero School District #99

Job Title: *School Secretary*
Reports to: *Principal or Designee*

Position Summary

Under limited supervision, this position is responsible for the overall operation of the school office. Provides comprehensive assistance to students, parents, faculty and staff and maintains thorough and accurate records for school and district reporting. Generally, oversees the activity of one staff member to ensure school needs are met.

Qualifications & Requirements

- High school diploma or equivalent. Junior college or business school preferred.
- Proficiency in typing; minimum 50 words per minute.
- Computer proficiency.
- Strong organizational skills.
- Successful completion of first aid course.
- Strong language skills and knowledge of correct grammatical usage and spelling in written correspondence.
- Demonstrates ability to initiate and maintain filing systems.
- Ability to work with children, staff and parents.
- Ability to maintain confidentiality.
- Fluent and literate in Spanish preferred

Duties & Responsibilities

- Answers Telephone and greets visitors. Documents and distributes messages to teachers, staff, and students. Answers a wide variety of school and district related questions. Assists Teachers, Program Assistants and Substitutes, as needed.
- Records absence calls from parents; collects attendance sheets from Office Assistant and enters attendance-related data into student records.
- Generates daily and monthly attendance reports from data entered into the District student database. Responsible for the accuracy of all information that is used for state reporting and reimbursements from a variety of funding sources.
- Types a variety of documents, including letters, memos, notices, minutes, and forms for the school Principal, teachers and others, as requested.
- Assists the clerk with students who report to the office ill or injured, in the absence of the school nurse. Will take temperature and observe student behavior to determine the need to call a parent or guardian. Oversees student usage of inhalers.
- Serves as first contact for angry or confused parents. Will attempt to soothe and/or diffuse the situation and assess the best way to resolve the problem. Will likely schedule an appointment with the principal or other appropriate school representative.
- Oversees the Office Assistant in completion of a variety of duties such as: daily lunch counts, calls to parents of children who are ill or absent, mail distribution, copying classroom materials, maintaining office and school supplies, general upkeep of office equipment (i.e. copiers), distribution of tardy slips, collect money for miscellaneous fees, staff activities, etc.
- Responsible for the transfer in and out of all students. With the assistance of the clerk, this may include collecting student and parent registration documents, developing new student cumulative files, requesting records from previous schools attended, (in and out of the district), copying and forwarding student information to new schools. Enters student information into the District's database.

- Updates student file information as changes occur. Responsible for initial data entry of incoming students. Must ensure accuracy of information for monthly and annual reports generated and validated by incumbent.
- Assists Principal in budgeting and processing of expenditures.
- Provides clerical assistance to the Principal for other District-wide responsibilities. Tasks may include typing applications for grants, tracking budgets and expenditures under Title programs, assisting with Public Relations, etc.
- May be responsible for creating weekly, daily or monthly reminders, notices or highlights for faculty and staff, as generally outlined by the Principal or determined necessary by the incumbent.
- Using various communication equipment such as intercoms and wireless communicators, will regularly locate building custodian, principal or teachers, as needed.
- Prepares electronic and/or on-site registration. Processes all new and returning student information by collecting forms, entering data, collecting and depositing all fees. Will personally register new students at the beginning of the school year. Reviews and ensures all required documents are received.
- Coordinates all bussing related activities with District contact, students and parents. May talk directly with transportation department to resolve differences. Assists teachers in requesting busses for student trips.
- Requests substitute teachers (in some locations) when teacher absences are planned. If needed, will assist the Principal in requesting substitutes for unplanned absences.
- Schedules appointments for Principal with teachers, parents, administrators, and/or outside agencies. When possible, determines appropriateness or necessity of meetings with Principal and will recommend alternative resolution options, when appropriate.
- Completes requests from external agencies for verification of information (i.e. Public Aid, DCFS).
- Responsible for the development and distribution of a variety of school calendars which may include school events, building usage, district meetings, etc. May schedule building usage as requested.
- Maintains a variety of school and student related files. May be responsible for confidential employee files.
- Responsible for answering intercom, monitoring outside traffic and "buzzing in" visitors.
- Performs such other duties that may be assigned by the Principal or designee.

Supervisory Responsibilities

- Acts as office manager for other clerical staff.
- Provides input into school clerk evaluation and assist in direct dissemination of work to clerical staff.

Working Environment:

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer, other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 30 pounds.

Terms of Employment

Start Date:	TBD
Hours:	7:30am – 4:00 pm
Work Year:	10-month, plus three weeks before school opens and one week after school term ends.
Compensation:	As outlined in the Secretary collective bargaining agreement
Union Affiliation:	Union

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.