

## **HOMEWOOD SCHOOL DISTRICT 153 JOB DESCRIPTION**

**Job Title:** 10-Month Building Secretary  
**FLSA Status:** Non-Exempt  
**Department:** School Office  
**Reports to:** Principal/Assistant Principal/Dean of Students  
**Revised:** September 29, 2018

**Qualifications:**

- High school diploma
- Two years of post-secondary training and one-year experience in an office setting
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Job Goal:** To assist and relieve principal/assistant principal so that he/she may devote maximum attention to the central education issues of the building and to facilitate relations between parents and the school

**Performance Responsibilities:**

The list below is meant to be illustrative, rather than all inclusive. Accordingly, the list is not meant to be a restriction on the work which can be assigned to an employee.

- Oversees all aspects of a busy school office including the handling of incoming phone calls, student sign-in and out, greeting and directing visitors, and assisting parents with their various requests
- Prepares, copies and distributes correspondence as needed, including weekly staff bulletins and monthly parent newsletters
- Records, inputs and maintains accurate attendance information for all students
- Maintains student record files, including preparing files for new students and transferring files to other schools as needed
- Maintains and orders supplies as needed for the office and general staff use
- Provides necessary forms and information as a resource for all staff (time sheets, field trip requests, building use, absence reports, etc.)
- Maintains transportation information for all students and communicates any and all changes to teachers, bus monitors and the district office as needed
- Receives and manages the daily distribution of all mail and packages
- Performs any bookkeeping and banking tasks necessary for the office function, field trips and other school activities
- Provides general assistance to the principal, assistant principal and school nurse
- Works cooperatively with the 12-month secretary

**Evaluation:** Performance of this job will be formally evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-Certificated Personnel.

**Terms of Employment:** 10 months – 200 days annually