

OFFICE OF PERSONNEL SERVICES
LAKE FOREST SCHOOL DISTRICT 67
LAKE FOREST, ILLINOIS

PAY CATEGORY 2 - SCHOOL SECRETARY (10 MO.)

PAY CATEGORY 3 - SCHOOL SECRETARY (12 MO.)

TITLE: School Secretary

QUALIFICATIONS: A High School diploma or equivalent
Ability to accurately type 50 wpm
Ability to work harmoniously, cooperatively and effectively with all staff members
Ability to communicate clearly - written and verbal
Ability to maintain appropriate telephone etiquette
Ability to exercise initiative, maintain confidentiality and assume responsibilities
Ability to initiate and sustain assignments without inordinate amount of supervision or direction
Ability to read and follow directions
Ability to respond to provided training and maintain training
Ability to operate a compute, typewriter and other office equipment

LINE OF AUTHORITY: Directly responsible to the Building Principal

PRIMARY FUNCTION: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

AREAS OF DELEGATED RESPONSIBILITIES:

1.0 Secretarial

- 1.1 Performs all secretarial duties necessary for the efficient operation of school office
- 1.2. Maintains a cordial relationship and provides the services of the school office to teachers, administrators, parents and other educational personnel
- 1.3 Receives and routes all incoming calls
- 1.4 Orders supplies for the school office area
- 1.5 Maintains a schedule of appointments as directed by the Principal
- 1.6 Make arrangements for conferences and interviews as directed by the Principal.
- 1.7 Welcomes and maintains a log of visitors to the school and arranges for their comfort as appropriate
- 1.8 Screens unexpected callers

2.0 Processing/Data input

- 2.1 Maintains student attendance records
- 2.2 Maintains student cumulative records
- 2.3 Processes all changes and adjustments in student schedules/records

- 2.4 Processes monthly reports as required
- 2.5 Maintains a daily record of substitute teacher
- 2.6 Handle various types of correspondence, reports, notices and memos
- 2.7 Obtains, gathers, and organizes data as needed, and puts it into usable form
- 2.8 Maintains a regular filing system
- 2.9 Processes incoming correspondence as instructed
- 2.10 Processes purchase orders as needed

- 3.0 Transportation
 - 3.1 Review bus routes with transportation vendor
 - 3.2 Maintain records of ridership
 - 3.3 Process all changes and adjustments to ridership
 - 3.4 Process transportation reports for business office

- 4.0 Technology
 - 4.1 Updates building student database
 - 4.2 Utilizes variety of software related to specific assignment

- 5.0 Bookkeeping
 - 5.1 Performs bookkeeping tasks associated with specific accounts
 - 5.2 Assist with budget as needed

- 6.0 Other Duties
 - 6.1 Performs other related duties as assigned by supervisor

- 7.0 Other Duties - 12 month secretaries
 - 7.1 May be assigned to assist with other related duties at the discretion of the administration during the summer months

JOBDESC:kea

MSK: 9/15/92

JOBDESCCOM: 4/19/96

JOBDESCCOM: 3/8/00