



SCHOOL DISTRICT U-46
JOB POSTING
PART TIME SECRETARY

DEPARTMENT/SCHOOL: Lords Park Elementary School

REPORTS TO: Principal

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Answer phone and take messages
- Maintain office/building supplies
- Sorting of mail & filing materials
- Attendance
- Student Records – Adds/Drops
- Registration of new students
- Computer data entry
- Help with sick or injured children
- Schedule of the Service Team
- Preparation and dissemination of mailings
- Other duties as assigned by principal (within the job classification criteria)
- Bilingual required (English/Spanish – Verbal/Written)

KNOWLEDGE AND CRITICAL SKILLS:

- Able to use office machines (ex. fax, intercom, phone, copier).
- Ability to do typing/keyboarding.

EXPERIENCE:

- Willingness and ability to learn.

ENVIRONMENTAL CONDITIONS:

- Able to work as a team member with other school and office staff.

PHYSICAL DEMANDS:

- Able to work in a fast paced environment.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

10 month position, 5 hours per day - Monday through Friday – Group Level B
This is a bargaining unit position.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of DUSA employees.

QUALIFICATIONS REQUIRED*:

SECRETARIAL CLASSIFICATION CRITERIA

*(*As defined in the 2011-2015 Agreement between District U-46 Secretarial Association and the Board of Education)*

Classification A *(Proficiently demonstrates all criteria listed)*

- Ability to communicate and interact with staff and co-workers in a professional manner
- Demonstrates positive customer service skills
- Demonstrates confidentiality
- Ability to work independently
- Ability to prioritize tasks
- Demonstrates organizational skills

- Keeps accurate filing
- Responsible for job specific supplies (No Business Portal or equivalent)
- Able to use office machines (ex. laminator, fax, intercom, phone, copier)
- Accurate typing/keyboarding
- Working knowledge of computer programs
- Willingness and ability to learn

Classification B (*Proficiently demonstrates all criteria listed, including classification A*)

- Perform reception duties
- Perform student attendance duties
- Utilize excellent written and verbal communication skills (parents, staff and students)
- Responsible for tracking and balancing building/department expenditures (if applicable)
- Working knowledge of computer program Word and Excel
- Willingness to learn and become proficient in advanced applications and specialized computer programs (Mail Merge, Student Information Systems, Business Portal, etc.)

INTERNAL DUSA APPLICATION DEADLINE:

February 17, 2014

APPLICATION PROCESS:

Applications should be submitted online at <http://www.u-46.org>.

Questions concerning this posting should be directed to Leah Rogers at leahrogers@u-46.org.

NONDISCRIMINATION NOTICE:

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, gender, age, national origin, ancestry, marital status, unfavorable discharge from the military, disability, or any other legally protected status in accordance with applicable legal requirements. The Non Discrimination Coordinator is the District's Chief Legal Officer or designee who can be reached at 355 East Chicago Street, Elgin, IL 60120, (847) 888-5000, ext. 5305.