

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT #180
BURR RIDGE, ILLINOIS**

JOB DESCRIPTION

Position Title:

District Office Secretary

This job description is only to be interpreted as a basic guideline of an individuals responsibilities. As an employee of School District #180 you are expected to perform whatever function is assigned without regard to whether it appears in your job description. It is most important that each individual performs their job in a positive cooperative manner with all coworkers for their benefit and the benefit of the School District.

Purpose of the Position:

To provide secretarial and support services to the Superintendent to further the aims, objectives and mission of the School District, and to provide other secretarial and support services to other staff members as required for the effective delivery of services.

Reports To:

Superintendent

Position Responsibilities:

Supports and assists the Superintendent in providing quality services to students, staff, principals, board members and the community.

Performs secretarial duties to support the Superintendent

Provides assistance in maintaining an office calendar of appointments, preparing for meetings, and activities, including confirming appointments, initiating necessary communication and correspondence prior to and after meetings and appointment.

Handles correspondence and phone communication related to the activities of the District Office and the Superintendent.

Accurately maintains the files of the District Office and the Superintendent, ensuring that they are updated regularly, are well-organized, and are available to the Superintendent when needed.

Provides support to the Superintendent in the coordination of district programs and services.

Take minutes and handles correspondence and other support activities for meetings when asked.

Provides assistance with development and dissemination of Board of

Education packets and Board Updates.

Accurately maintains records and files regarding Board meetings and materials.

Provides support and assistance to the Superintendent in preparing curriculum materials, state reports, inservice programs, and presentations by the Superintendent, including materials preparation, facility preparation, correspondence, confirmations, and follow-up communication.

Functions as a supportive member of the Support Staff Team.

(Secretary, Secretary/Bookkeeper, Bookkeeper, and Superintendent)

Provides assistance in the general secretarial and clerical tasks required to assure quality services for our internal and external clients.

Provides assistance to other Professional Staff members as directed by the Superintendent, the Principals or as appropriate.

Demonstrates leadership skills for overall effectiveness of School District #180.

Models professional attitude and image.

Is reliable and dependable.

Is punctual.

Maintains a professional relationship with staff and parents/community.

Understands and supports the vision of the School District.

Completes other duties as assigned by the Superintendent.

Primary receiver of telephone calls and voice message handler.

Oversee the sorting and distribution mail daily.

Responsible for finding substitute teachers and receiving calls from the teachers regarding absences.

School year report forms as designated by the superintendent and/or principal:
school report card

others as designed by the superintendent and/or principal

Initiate paperwork and packets for new employees to complete once newly employed.

Friendly, cooperative, collaborative, and helpful attitude, demeanor, and behavior toward all staff and colleagues of the school.

Friendly, cooperative, and helpful attitude, demeanor, and behavior toward all parents/guardians and visitors to the school.

Create a new school directory with room numbers and grade levels at the start of each school year. This should be distributed as early as possible (end of August/beginning of September).

Create an easy-to-follow and all-inclusive emergency phone tree list for distribution by the conclusion of the first full month of each school year (names and home phone numbers included).

Create a directory for all staff members including home phone numbers, home addresses, spouses' first names, and home e-mail addresses to be distributed by the end of the first full month of the school year.

Assist with the management of the Personnel function.

Creation of personnel file folders for all school/district employees and the maintenance of the like (in concert with the bookkeeper). This includes verification of certifications, college transcripts and work experience.

Record keeper of employee sick/personal/vacation days.

During Board of Education election years, be available to accept candidates' petitions and necessary papers for the upcoming election. Assist the superintendent and/or current Board secretary with public notices, etc.

Appropriately submit the necessary paperwork to teachers and the regional office of education pertaining to the renewal of teaching certificates. This duty will also include the proper collection and handling of money/checks and travel from the school to the regional office and back.

Keep track and accurate bookkeeping of the petty cash drawer with accurate reports (verbal and/or written) to the district bookkeeper.

School registration in general - responsibilities as designated by the superintendent and/or principal.

Place all orders for the office and teachers/staff throughout the school year and summer months. Check on the delivery of all materials through the bookkeeper and make follow-up communications should items not be received within a reasonable period of time as directed by the bookkeeper.

Initiate all superintendent-approved PO's and assign each a number by incorporating them into the computer.

Call service representatives immediately when machines with service contracts go down.

Pre-school screenings - similar responsibilities as compared to kindergarten registration.

Prepare supply lists for all grade levels for the last day of school and school registration.

Serve as the school board secretary including abiding by confidentiality agreements and open session as the Board of Education's Recording Secretary.

Type report cards for all students at the start of the school year and run envelopes for students to have parents/guardians sign and return to school.

Prepare and distribute (approximately one month prior to the conclusion of the school year) end-of-year packets for all teachers/staff. This packet includes: (a) book orders, (b) supply orders, (c) inventory sheets, (d) extra-curricular duty sheets, (e) etc.

Prepare the necessary forms and sign-up sheets (as directed by the superintendent and/or principal) for each parent-teacher conference.

Prepare and organize summer school packets (pertaining to students and staff) for each summer school session

Prepare and distribute teacher/staff handbook for each teacher/staff member by the first teacher institute day of the school year. Any revisions should be incorporated during the summer for the upcoming academic year. Revisions will be dictated by the superintendent and/or principal.

Distribute (at the start of each school year) and collect (at the conclusion of each school year) all teacher/staff room keys.

Retrieve and distribute facsimiles as they arrive.

Submit inventory updates for appraisal and insurance purposes.

Post a seniority list annually for both teachers and ESP's (by the close of September).

Assist in the collection of outstanding student annual fees and investigate bounced checks.

Prepare the Board Room as dictated by the superintendent on Board meeting dates, but plenty prior to (within reason) the Board meeting clock time.

In concert with the bookkeeper, responsible for keeping district personnel files current and comprehensive.

Prepare, organize, update, and make available all standard office forms for staff use under the direction of the superintendent and/or principal.

Make recommendations to the superintendent and/or principal as to the overall improvement of office functions.

Any/All other duties/responsibilities as delegated/directed by the superintendent and/or principal.