

# **Paris Cooperative High School**

## **JOB DESCRIPTION**

**Position Title:** Student Support Services Secretary

**Department:** Administrative Staff

**Reports to:** Principal

**FLSA Class:** Non-Exempt

**Effective Date:** 9/7/2023

### **SUMMARY**

This position is responsible for providing administrative support to the Principal and performing general office duties to assure smooth and efficient operation of the office.

### **DUTIES**

1. Organizes and maintains an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Performs varied secretarial and clerical tasks realizing many tasks will require a thorough knowledge of the rules and regulations of the school and school system.
3. Transcribes dictation of various types, including correspondence, reports, notices, and recommendations as requested.
4. Obtains, gathers, and organizes pertinent data as needed and compiles it into a usable format.
5. Maintains a regular filing system and processes incoming correspondence.
6. Attends school activities and meetings as required.
7. Places, receives, and directs telephone calls and takes accurate messages while maintaining sensitivity and confidentiality.
8. Makes announcements and operates the school intercom system as needed.
9. Operates office equipment such as fax machine, copiers, etc.;
10. Communicates to the principal any unusual situations. Advises immediately of any evidence of substance abuse, child abuse, child neglect (as mandated reporter), severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
11. Performs bookkeeping tasks associated with the position assigned.
12. Protects confidentiality of records and information about students and staff and uses discretion when sharing any such information within legal confines.
13. Adheres to Illinois school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
14. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all staff.
15. Handles transportation related material in state forms and maintains a database of transportation records including field trips and extra-curricular trips.
16. Maintains field trip records, including reimbursable field trip worksheet.
17. Receives student field trips, conferences, and anticipates absence forms making sure they are approved and faxed to appropriate places. Processes transcript requests from former students and places of employment to verify graduation.
18. Enters lunch money into Lunchtime system and sends out debits.
19. Prints daily reports for breakfast and lunch program including end of month ISBE reports.
20. Processes free/reduced lunch applications.
21. Prepares for registration at start of school year.

22. Assists with registering new students, secure appropriate student records, maintains confidential student records, and transfer records for students moving to other schools.
23. Assists with parking permits.
24. Updates information in the emergency notification system.
25. Assists with entering daily attendance.
26. Processes dual credit charges and bill as appropriate
27. Assists with graduation preparation.
28. Maintains and counts money as required for the operation of the school.
29. Makes daily announcements including the morning pledge.
30. Assists school nurse as needed.
31. Assists administration in preparation of reports and documents as requested.
32. Creates purchase orders.
33. Maintains and organizes bills for Board approval.
34. Submit check requests.
35. Manages revolving accounts including writing checks.
36. Makes deposits as required for the General Fund, lunch, tuition, etc.
37. Assists with data entry as requested by guidance or administration.

### **QUALIFICATIONS**

1. High School Diploma or equivalent required.
2. A minimum of 1-3 years experience in an office administration or related position.
3. Must be able to type 60+ wpm.
4. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
5. Ability to lift and carry up to 20 lbs.
6. Ability to push/pull up to 10 lbs.
7. Ability to communicate with students, parents and staff in an acceptable/courteous manner.
8. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.
11. Adaptability to performance of duties without loss of efficiency or composure.
12. Ability to accept responsibility for direction, control, or planning of an activity or meeting.
13. Adaptability to dealing with people beyond giving and receiving instructions.
14. Adaptability to making of generalizations, evaluations, or decisions based on sensory or judgmental criteria.
15. Ability to understand instructions, concepts, and underlying principles, and the ability to reason and make judgments.
16. Ability to perform arithmetical operations quickly and accurately.

### **SCHEDULING**

The work hours for this position are 7:30 a.m. to 4:00 p.m. The schedule is subject to change with district demands. Overtime is required when requested.