

BALL-CHATHAM CUSD #5

TITLE: Building Secretary

FLSA STATUS: Non-exempt

QUALIFICATIONS:

- Ability to pass fingerprint criminal and DCFS background check
- High School diploma, or equivalent

Special Knowledge/Skills/Requirements:

- Effective oral and written communication skills
- Operate standard office equipment
- Read, learn, and interpret complex rules and regulations
- Apply abstract rules to a wide variety of actual situations
- Excellent interpersonal skills with the ability to exercise tact and diplomacy
- Establish and maintain effective working relationships
- Computer literacy (including but not limited to Microsoft and Google Suite)

REPORTS TO: Principal

JOB GOAL:

Provides general information and assistance to parents, visitors, staff and students. Receives majority of incoming telephone calls transferring calls to the appropriate persons and/or takes messages accordingly; receives, records and inputs daily student attendance calls.

PERFORMANCE RESPONSIBILITIES: Listed below but not limited to:

- Greets and assists office visitors, staff and students in a warm and cordial manner.
- Provides general information and assistance to office visitors, staff and students
- Receives incoming telephone calls and transfers calls to the appropriate person or takes messages accordingly.
- Responsible for writing passes for appointments for students to leave.
- Assist with incoming students who are tardy to school.
- Responsible for sending out homework requests.
- Responsible for sending out and recording vacation forms.
- Receives and records daily student attendance calls and inputs into computer
- Responsible for the majority of intercom paging.
- Receives, sorts, and distributes teacher mail daily.
- Possesses computer skills for input
- Notifies, organizes and assists in student recognition programs
- Supervises and assumes responsibility for office aides.
- Assists in school registration.
- Assists in checking visitors through the front door.
- Files all necessary materials in an appropriate fashion.
- Maintains necessary and appropriate professional confidentiality.
- Reports to work at a designated time and is in regular attendance.
- Is neat and appropriate in appearance.
- Is able to lift 40 pounds.

- Abides by all rules, procedures and guidelines
- Performs other duties as assigned by the Administration.

TERMS OF EMPLOYMENT:

Salary and work year in accordance with BCESPA Collective Bargaining Agreement in force

WORKING CONDITIONS:

Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: bending, stooping, kneeling, twisting, reaching, standing, walking, lifting, carrying, cleaning, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity, ability to read and write, ability to speak and understand the English language.

Environmental Conditions: inside, working around objects

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met (as applicable).