

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Early Childhood Secretary

Supervisor: Building Administrator(s)

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

1. High school diploma or equivalent
2. Knowledge of common office software and equipment
3. Excellent verbal and written communication skills

Terms of Employment:

- 12 months
- 8 hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Type a variety of correspondence and reports.
3. Help prepare materials for student registration for early childhood students and also help with registration.
4. Process student registration information for early childhood students including maintaining and updated folders and computer records for all students.
5. Enter and maintain data for early childhood records and SIS reporting throughout the school year.
6. Enter, maintain, update, call and mail out information for monthly Child Find screenings and preschool placement.
7. Assist in maintenance and update early childhood page on the building and district website.
8. Process and maintain all requisitions for early childhood grant purchases and supplies.
9. Maintain supplies and inventory for early childhood.
10. Work with building administration on transportation details for early childhood students.
11. Assist building secretary in general duties.
12. Keep current with best practices and requirements as they relate to your job assignment.

13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.