

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Office Secretary

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

1. High School diploma or equivalent
2. Ability to work effectively with students and adults
3. Knowledge of computer, Microsoft Word
4. General knowledge of common word processing and spreadsheet skills

Terms of Employment:

- Nine (9) month
- Eight (8) hours daily

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. Assist the building secretary with general office duties.
2. Answer telephones; take messages, and direct calls.
3. Monitor main entrance, greet visitor, announce appointments, and provide directions required to locate personnel.
4. Use computer, type writer, and other common office equipment.
5. Help maintain and update student records including attendance, also help with student registration.
6. Distribute school information and mail.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. 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.