

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Parent Resource Secretary

**Supervisor:** Director of Stakeholder Engagement

**FLSA Status:** Non-Exempt      **Employee Group:** Secretarial

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#### 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. Assist the Stakeholder Engagement Department with implementation and facilitation of initial registration of new families to the District and District-Wide Registration.
2. Maintain operating condition and inventory of Parent Resource Center equipment, books, pamphlets, videos, website, and computer equipment. This includes inventory held within the Harlem School District as well as non-public schools and agencies.
3. Provide visitors assistance with resources available in the PRC.
4. Assist the Stakeholder Engagement Department with preparation and dissemination of general correspondence and planning of community affairs, parent activities, and other Stakeholder Engagement events.
5. Keep current with best practices and requirements as they relate to your job assignment.
6. 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.