

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Program Secretary-Ninth Grade Campus

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt

**Employee Group:** Secretarial

---

#### Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment

#### Terms of Employment:

- Twelve (12) Month Contract
- Eight (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 documents.
3. Monitor intercom, phone, bell and alarm systems.
4. Type, distribute and update master schedule.
5. Assist with student registration.
6. Maintain daily staff attendance records, obtain substitutes and compile daily substitute reports.
7. Maintain inventory of office supplies, materials and furniture.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. 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.