

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secretary to Coordinator of Student Support Services - Secondary

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 use

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. Maintain daily staff attendance records, obtain substitutes and compile reports.
3. Communicate high school events to stakeholders via newsletter, district website and electronic sign.
4. Assist Coordinator of Student Support Services by typing a wide variety of correspondence and reports and creating and maintaining spreadsheets and schedules for specific data.
5. Record 504 materials, staff records, incident reports and evaluation information.
6. Assist with testing for special education students – accommodations for PARCC, Aspire, ACT, preparing and submitting proper paperwork and forms and coordinating special education testing makeups.
7. Assist special education students with lockers, locks, and key assignments.
8. Provide orientation to newly hired para educators regarding parking, attendance, use of sub finding system, Skyward, ESS, Outlook e-mail and specific building procedures.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. 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.