

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secretary to Director of Stakeholder Engagement

Supervisor: Director of Stakeholder Engagement

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

Qualifications:

1. High school diploma or equivalent
2. Comprehensive understanding of Microsoft Office and Image Editor programs
3. Knowledge of common office software and equipment use
4. Written and verbal bilingual fluency preferred
5. Excellent verbal and written communication skills

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. Answer the telephone, assist callers with questions, take messages, direct calls as necessary and provide information to parent(s), community agencies, and district and building personnel.
2. Type and file a variety of correspondence such as memos, letters, confidential documents, brochures, and special reports.
3. Create flyers and promotional materials for district related events.
4. Assist in the preparation of District internal and external newsletters media articles and social media posts.
5. Enter requisitions, record invoices, and perform other department budget tasks.
6. Maintain record and database of current or potential community agencies and stakeholders.
7. Assist with the planning and management of media events, projects, surveys, and other stakeholder initiatives.
8. Assist in the coordination and scheduling of co-sponsored community/school events.
9. Assist with program presentations and visitations for the Board of Education and other stakeholders or entities.

10. Assist in the planning and implementation of District recognition activities, including the annual Staff Recognition Banquet.
11. Assist with the coordination of volunteer and community outreach activities.
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.