

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secretary to Property Services Director

Supervisor: Director of Operations

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, including radio communication system

Terms of Employment:

- Twelve (12) month contract
- Five (5) 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 custodial/property services staff attendance records and bi-weekly payroll reports.
3. Process and maintain facility requests, working with community and school personnel for rentals of district facilities.
4. Maintain website for district-wide building usage calendars.
5. Input district-wide security system computer data and distribute access cards to all personnel.
6. Assist with budget reports and enter purchase requisitions for district-wide supplies and equipment.
7. Prepare and type a wide variety of correspondence such as memos, letters, and special reports.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other jobs 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.