

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Student Services Secretary - Data Entry - Secondary

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt

**Employee Group:** Secretarial

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#### Qualifications:

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

#### Terms of Employment:

- Nine and one-half (9-1/2) month contract
- Ten and one-half (10-1/2) month contract (Middle School)
- 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 or in person with parents, staff and community members in a friendly and o
2. Process and distribute reports of students' detention schedule.
3. Write and distribute referrals for students who do not serve detention, reschedule when necessary.
4. Inform parents of pending student detention.
5. Facilitate students in the student services office.
6. Keep current with best practices and requirements as they relate to your job assignment.
7. 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.