

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Student Services Secretary - High School

Supervisor: Building Administrator

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

Qualifications:

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

Terms of Employment:

- Ten and one-half (10 1/2) 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 or in person with parents, staff and community members in a friendly and professional manner.
2. Type a variety of correspondence and documents.
3. Input discipline information, send referrals and suspension letters to parents.
4. Maintain appointment calendar for Student Services administrators and prepare materials for parent conferences and meetings.
5. Monitor student services supply inventory and place orders.
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.