

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Student Services Secretary – Middle School

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:

- 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 and in person with parents, staff and community members in a friendly and professional manner.
2. Input discipline information, process and send referrals/ suspension letters to parents.
3. Oversee students waiting in the student services office.
4. Type a variety of correspondence and reports.
5. Distribute homework request forms to teachers and compile homework for parent pick-up.
6. Schedule participants for diagnostic team meetings.
7. Maintain special education caseload list and input information into student discipline.
8. Prepare documentation for students transferring to alternative school and student expulsions.
9. Maintain appointment calendar for Student Services administrators and prepare materials for parent conferences and meetings.
10. Monitor student services supply inventory and place orders.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. 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.