

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Student Services Secretary - Ninth Grade Campus

Supervisor: Building Administrators

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. Greet visitors such as students, parents and district employees, determine the nature of inquiries and complaints so that visitors and messages are properly directed.
3. Input discipline information, process referrals, and send referral and suspension letters to parents.
4. Schedule and oversee students in the student services office.
5. Prepare tardy pass, detention, and early out paperwork; schedule and track detentions.
6. Facilitate the activity bus process.
7. Maintain student attendance records, receive and place absentee follow-up calls to parents. Enter and generate reports of attendance and send attendance letters to parents if required and complete all verification/follow-up work.
8. Maintain daily lists of student assigned to In-School suspension.
9. Type a variety of correspondence and documents.
10. Maintain locker assignments and submit maintenance requests.
11. Assist with student registration.
12. Prepare documentation for student transferring to alternative school and student expulsions.
13. Assume responsibility for own professional growth and development; for keeping current with the literature and new research findings and best practices as they relate to your job assignment.

14. 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.