

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Substitute Secretary

Supervisor: Building Administrator (s)

FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. High School diploma or equivalent
2. Ability to work effectively with students and adults
3. Word processing and data entry skills desired
4. General knowledge of common office equipment

Terms of Employment:

- Schedule by phone or online as needed

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. Assist the secretarial staff, answer the telephone, and provide information to parents, district and building personnel, take messages, and direct calls as necessary.
2. Greet visitors, and determine the nature of their inquiries, so visitors and messages are properly directed, and provide directions required to locate personnel.
3. Use computer, typewriter, and other common office equipment including duplicating and distributing needed materials.
4. Assist in the collection of student payments for fees and issue receipts.
5. Sort and distribute U.S. mail and inter-office correspondence.
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.