

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Summer School Secretary

**Supervisor:** Summer School Coordinator

**FLSA Status:** Non-Exempt

**Employee Group:** Secretarial

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#### Qualifications:

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

#### Terms of Employment:

- Six (6) Weeks
- Six (6) Hour Day (7:45 a.m. – 1:45 p.m.)

#### 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.
2. Perform general office duties related to summer school.
3. Monitor main entrance, greet visitors, announce appointments, and provide directions required to locate summer school personnel.
4. Type a variety of correspondence and reports.
5. Help maintain and update student records including attendance.
6. Distribute summer school information and mail.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. 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.