

## **Schaumburg Christian School Job Description**

**Job Title:** School Secretary  
**Reports to:** Administrative Assistant / Administrator

### **QUALIFICATIONS:**

1. Have a minimum of two years of experience in a related secretarial or office position or be a graduate of a recognized program of secretarial studies.
2. Demonstrate excellent secretarial skills, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, photo editing, information retrieval, visual presentations, telecommunications, and website updates.
3. Be proficient in the use of Microsoft Office or an equivalent computer program.
4. Be familiar with the use of Google to create documents and forms.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community, including difficult and emotional situations.

### **BASIC RESPONSIBILITIES:**

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
3. Type, reproduce and distribute notices to staff, students and parents.
4. Ensure that all communications from the office meet proper written and oral English standards.
5. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
6. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
7. Maintain attendance data for each staff member, recording attendance, absences, substitutes, and other required information. Prepare attendance reports, coordinated with payroll data, as required.
8. Maintain a current school calendar of events and use of facilities.
9. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
10. Arrange appointments and maintain a schedule for the Administrator or designee and assigned staff.
11. Make announcements and operate the school intercom system.

12. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and state data collections, and the completion of the Administrator's or designee's responsibilities. Complete all required monthly and year end reports in a timely fashion.
13. Order and maintain office supplies
14. Maintain inventories of books, materials, and equipment of the school.
15. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
16. Recommend to the Administrator or designee improvements needed in office procedures or operations.
17. Assist the Administrator or designee and staff in handling interruptions and emergencies, calling for assistance when needed.
18. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
19. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Keep informed about school and district activities, requirements of the law and code, policy and regulations, and other information necessary for the functioning of the office.
22. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
23. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
24. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
25. Adhere to Illinois school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Administrator or designee, and not otherwise prohibited by law or regulation.

**PHYSICAL DEMANDS:**

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language and Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.