



*District No. 131
Roscoe, Illinois 61073*

Kinnikinnick CCSD No. 131
Vacancy Announcement
Educational Support Personnel

October 29, 2021

1. Position: Elementary School Secretary
7:30 AM-4:00 PM
10 Months
\$12.00/hr and health benefits

2. Qualifications:

- High School Graduate
- Be able to work with children and adults.
- Be able to provide exceptional customer service.
- Be able to demonstrate strong computer skills and proficiency in general secretarial skills.
- Be able to work independently without direct supervision while meeting timelines
- Maintain and safeguard confidential information.

Experience in secretarial or school office positions preferred.

3. Application Deadline: November 12, 2021
4. Start Date TBD December 2021

Application Requirements

Submit hard copy of letter of interest, resume, reference letters and completed application form (www.kinn131.org) to Keli Freedlund, Superintendent, Kinnikinnick CCSD No. 131, 5410 Pine Lane, Roscoe, IL 61073.

Phone: 815/623/2837

Fax: 815/623/9285

Kinnikinnick Community Consolidated Schools
District No. 131

Job Description
Elementary Building (K-5) Secretary

Qualifications:

1. High School Graduate
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3. Be able to provide exceptional customer service.
4. Be able to demonstrate strong computer skills and proficiency in general secretarial skills.
5. Be able to work independently without direct supervision while meeting timelines
6. Maintain and safeguard confidential information.

Reports to: Building Principal

Job Goal: To ensure the smooth and efficient operation of the school office so that the office's maximum positive impact is realized by students, parents, staff, and the public.

Skills and Abilities

1. Establish and maintain cooperative and effective working relationships with others.
2. Communicate effectively and professionally both orally and in writing.
3. Utilize correct English grammar, spelling, and punctuation.
4. Possess strong interpersonal skills using tact, patience, and courtesy.
5. Utilize general secretarial practices, record keeping, procedures and maintain office equipment.
6. Maintain and prepare accurate records.
7. Determine appropriate actions with clearly defined guidelines.
8. Screen and treat minor student illnesses or injuries.
9. Learn and efficiently utilize all district programs, operations, policies and rules.
(PowerSchool, Frontline Absence Manager, Google Drive, Mail, Sheets, Docs)
10. Remain calm and flexible when faced with change and frequent interruptions.

Essential Duties and Responsibilities

General Office:

1. Maintains a clean and comfortable work and reception area.
2. Greets and addresses students, parents, staff, and the public in a friendly, courteous, and professional manner in all forms of communication.
3. Serves as office receptionist; receives and routes all visitors, incoming calls and in-person inquiries.
4. Manages multi-line phone system, door entry, and public address systems

5. Acts as a school liaison and provides basic information regarding school operations to parents, staff, and the public.
6. Monitors behavior of students in the office area, oversees behavior of students sent to office for disciplinary reasons.
7. Provides basic first aid care to ill or injured students in the absence of the school nurse; calls parents and arranges for transportation home as necessary.
8. Assists with orientation of visitors and substitute teachers to the building.
9. Receives, sorts and distributes mail; prepares outgoing items for mailing.
10. Maintains an accurate directory and emergency maps of school staff, room location, and extensions.
11. Orders and maintains office supplies and other materials.
12. Reports student and employee accidents.
13. Makes all preparations for opening and closing of school each year (registration, class lists, records, file review).
14. Collaborate with vendors and community resources to ensure successful programming for students and staff (Kids Hope, Northern IL Food Bank, First Student, PTO, Interstate Studio, Local First Responders).
15. Coordinates after school use of school facilities. Prepares monthly calendar for custodians and updates as needed.
16. Provides clerical and administrative support to the principal, nurse and teaching staff as directed.
17. Works with supervisors to develop and maintain equipment and provide for safe conditions and practices for the welfare of the students, staff, volunteers, and visitors.

Student and Staff Attendance:

1. Compiles and maintains daily attendance of students and staff; including check in and check out.
2. Contacts parents about student absenteeism.
3. Arranges substitutes for absences of certified and non-certified employees.
4. Accurately records and updates all attendance and student data in the student management program.
5. Requests student resources and homework for ill or absent students.
6. Advises principal of any excessive absences or tardies.
7. Collaborates with the building principal, nurse and the Regional Office of Education Truant Officer on attendance issues.
8. Prepares monthly and quarterly attendance records of students.
9. Distributes grading period student attendance to each teacher for report cards.
10. Prepares annual school transportation report.

Registration and Records:

1. Maintains student records as required by Board policy
2. Prepares documents, assists in duplication and dissemination of information regarding registration, pre-school screening and other school functions.

3. Assists in registration by verifying student requirements and collecting fees.
4. Processes student transportation additions, withdrawals, and changes.
5. Processes student school transfers and withdrawals, mailing of student records, and collection of fees.
6. Performs other tasks and assumes other responsibilities as assigned by the building principal.

Physical Demands: While performing the duties of this position an employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Attendance:

Consistent and regular attendance is an essential function of this position.

Evaluation: Performance of this job will be evaluated in accordance with the Kinnikinnick School Board policy on evaluation of support personnel.