

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-099

DATE: February 20, 2019

## POSITION DESCRIPTION

*Job Title*

**SUMMER SCHOOL  
ESY/ELEMENTARY READING SECRETARY**

**Location:**

Edwardsville High School

**Job Description:**

See Reverse

**Terms:**

Summer School (June 10 – June 28)

**Hours:**

7:30am – 12:00pm, Monday - Friday

**Salary:**

Determined by contract

**Qualifications Required:**

- \*Confident, well-groomed, professional, self-motivated, and able to work with minimum supervision
- \*Excellent communication skills – both verbal and written
- \*Ability to interact pleasantly and tactfully with administration, students, employees, parents and visiting public
- \*Competent computer skills – Microsoft applications and data base software such as Pentamation
- \*Competent clerical skills and organizational skills
- \*Ability to perform all duties as outlined on reverse

**Contingent Upon:**

Board approval

**Closing Date for Application:**

February 27, 2019 or until filled

**Print Application and Submit to:**

[www.ecusd7.org/departments/personnel](http://www.ecusd7.org/departments/personnel)  
Application/Forms; Classified

Adam Garrett  
Director for Special Education  
Edwardsville Community Unit School District 7  
708 St. Louis Street  
Edwardsville, IL 62025

The Edwardsville Community Schools offer employment without regard to race,  
Color, creed or religion, age, sex, national origin, or handicap

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**SECRETARY A JOB DESCRIPTION**  
**EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7**

**SCOPE:** To assist building administrator(s) in maintaining a smooth and efficient running of the school office; to project and promote a positive image of the school and the District through courteous and helpful handling of all peoples and records associated with running the building; to maintain general knowledge of the District operation and specific information and knowledge of the School operation you serve. All building secretaries are at the direction of the building principal and can be reassigned, as the principal deems necessary for effective and efficient operations of the building.

**RESPONSIBILITIES:**

1. Greet students, staff, and visitors
2. Answer phone and relay and/or take/deliver messages
3. Create an organized and efficient running office
4. Perform as confidential secretary to Administrator and District
5. Register students, checking all forms for accuracy and signatures, making copies as needed
6. Maintain student enrollments cards, keeping them up-to-date and complete
7. Maintain accurate record of student book rental
8. Track student attendance - keeping records up-to-date and accurate
9. Enter data into data base programs
10. Maintain all files as directed by Administrator (i.e. student, employees, correspondence)
11. Check time sheet for hourly wage employees; sending to Board Office for payroll
12. Maintain absentee report for classified employees and forwarding to Board Office each week
13. Maintain an up-to-date master schedule
14. Type suspension letter and maintain file on all such letters for end of year report
15. Compile information and complete all State Reports as directed
16. Maintain and track supplies - requisitions, purchase orders
17. Compile and distribute daily, weekly, monthly correspondence to staff and parents as directed by Administrator
18. Coordinate the work of other secretaries and volunteers as directed by Administrator
19. Keep supply of district forms needed for employees
20. Perform other duties as directed by Administrator(s)

**QUALIFICATIONS:**

1. Minimum of high school diploma
2. Prefer college or 2 years experience in similar position
3. Confident, well-groomed, professional, self-motivated, and able to work with minimum supervision
4. Excellent communication skills – verbal and written
5. Ability to interact pleasantly and tactfully with administrators, students, employees and visitors
6. Competent computer skills: Microsoft applications and database software such as Pentamation
7. Competent clerical and organizational skills

**PHYSICAL REQUIREMENTS:**

1. Must be able to lift, push or pull up to 20-40 pounds on a regular repetitive basis
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties