

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-106

DATE: February 26, 2019

## POSITION DESCRIPTION

*Job Title*

**SECRETARY A**  
**Special Education/Student Services Office**

<b><u>Location:</u></b>	District Administration Building
<b><u>Specific Job Responsibilities:</u></b>	See Reverse
<b><u>Terms:</u></b>	12 month position
<b><u>Hours:</u></b>	8 hours per day
<b><u>Salary:</u></b>	\$13.21 - \$13.99 per hour
<b><u>Qualifications Required:</u></b>	<ul style="list-style-type: none"><li>*Confident, well-groomed, professional, self-motivated, and able to work with minimum supervision</li><li>*Excellent communication skills – both verbal and written</li><li>*Ability to interact pleasantly and tactfully with administration, students, employees, parents and visiting public</li><li>*Competent computer skills – Microsoft applications and data base software such as Pentamation</li><li>*Competent clerical skills and organizational skills</li><li>*Ability to perform all duties as outlined on reverse</li></ul>
<b><u>Contingent Upon:</u></b>	Board approval
<b><u>Closing Date for Application:</u></b>	March 5, 2019 or until filled
<b><u>Print Application and Submit to:</u></b>	<p><a href="http://www.ecusd7.org/departments/personnel">www.ecusd7.org/departments/personnel</a> Application/Forms; Classified</p> <p><b>Dr. Nancy Spina</b> <b>Assistant Superintendent/Personnel</b> <b>Edwardsville Community Unit School District 7</b> <b>708 St. Louis Street</b> <b>Edwardsville, IL 62025</b></p>

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- STUDENT SERVICES/SPECIAL EDUCATION  
EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7**

**SCOPE:** Serve as support secretary in the office of Student Services/Special Education. Assist with specialized record keeping, budgeting, etc., for requirements of I.D.E.A. and other Federal/State requirements for reporting and budgeting. Assist with data entry regarding various department programs, record keeping, reimbursement, etc. as directed by supervisor.

**RESPONSIBILITIES:**

1. Assist in compiling, preparation, updating and monitoring of budget and related forms, etc. needed to successfully achieve completion of this process.
2. Answer phone and relay and/or take/deliver messages
3. Create an organized and efficient office
4. Enter data into data base programs
5. Assist with preparing reports, compiling information needed for required reporting.
6. Responsible for typing and processing purchase orders for the department.
7. Work with supervisors to develop and maintain a program of safe conditions and practices to provide for the welfare of the students, faculty and support personnel, including volunteers and to avoid costly litigation which may result from unsafe conditions and practices.
8. Maintain Certified and Classified files for reporting and reimbursement purposes.
9. Maintain needed student files for reporting and reimbursement purposes.
10. Orders, processes, and maintains office materials and equipment.
11. Operates standard office equipment.
12. 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