



River Bend Community Unit School District #2

Where Everybody is Somebody

Darryl Hogue, Ed. D., Superintendent
River Bend District Office
1110 3rd Street ♦ Fulton, IL 61252

dhogue@riverbendschools.net
Ph: 815-589-2711 ♦ Fax: 815-589-4630
w.riverbendschools.org

PLEASE POST

POSITION AVAILABLE

FULTON HIGH SCHOOL SECRETARY

See Job Description below

Base Hourly wage \$12.00 per hour - 8 hrs. per day

APPLY TO:

**ROBERT GOSCH
PRINCIPAL**

DEADLINE

April 29, 2022

SELECTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW AFTER THE DEADLINE AND ALL INTERESTED CANDIDATES WILL BE NOTIFIED WHEN THE SELECTION PROCESS IS COMPLETE.

cc: Craig Hafner
Robert Gosch

DEH:v
4/21/22

River Bend Community Unit School District #2
Job Description

Title: School Secretary – Fulton High School

Qualifications:

1. High School Diploma
2. Proficiency with technology used in this position
3. Ability to learn to use necessary computer software applications – including book keeping software
4. Working knowledge of office procedures and skills
5. Ability to lift 30 lbs
6. Excellent interpersonal skills
7. Ability to handle stressful situations in a calm, professional manner

Reports to: Building Principal

Job Goal: To assure the smooth and efficient operation of the school office so as to provide a positive impact on the education of children. This position will have the opportunity to replace the current secretary upon their retirement.

Performance Responsibilities: the school secretary will:

1. Deal with the staff and public in a positive manner; serving as a good will ambassador as the first person people meet when entering the school.
2. Perform the usual office routines and practices associated with a busy yet productive smoothly run office including but not limited to: placing and receiving telephone calls, routing incoming calls, and recording messages, sorting mail, and handling questions.
3. Register students, collect fees, provide and collect forms and maintain such student records as shall be required.
4. With direction from the principal, coordinate the process of purchasing to include: processing requisitions, receipt, verification, and distribution of materials.
5. With direction of the principal, maintain and coordinate various daily and monthly activities including school calendars, building use calendars, and events.
6. Maintain a daily staff and substitute attendance log and the required documents for substitutes.
7. Maintain student attendance records, process all excuses regarding absences and tardies and collate for sending monthly report to Unit office where State Aid claim is prepared.
8. Assist teachers in preparing instructional materials as time permits.
9. Perform for the building the tasks associated with the school breakfast and lunch programs.
10. Submit requests for homework assignments to students' teachers upon parental requests and collate for parents.
11. Welcome visitors and arrange for their comfort.
12. Obtain, gather and organize pertinent data as needed and put it into useable form.
13. Complete District and State reports as requested, including but not limited to: Sixth Day Enrollment, Monthly Attendance, Fall Housing Report, Bilingual Census, End of the Year Reports, Safety Drills, and Transportation.
14. Process, collate, and prepare for distribution of all student progress reports.
15. Order awards and letters for student honors assembly and prepare a listing of all student awards for the media.
16. Act as liaison between school and various local media including student awards, graduation, and other school hosted events.
17. If needed, perform tasks associated with hosting Unit and County events.
18. Perform bookkeeping tasks that may be associated with the position.
19. Maintain the school activity account(s); prepare quarterly and annual Board report and reports for auditors. Pay school activity monies on written order of the building principal and account sponsor.

20. Act as custodian and receive all monies belonging to the school and deposit monies received in banks designated by the Board.
21. Track and compile financial data and budget information for the principal.
22. Complete and update the building inventory list maintained by the business office.
23. Maintain a general filing system as well as a locked confidential file containing student records. Transfer records for incoming and outgoing students.
24. Prepare news release, program, order diplomas, and make necessary preparations for graduation.
25. Sort mail.
26. Initiate various types of correspondence, reports, notice, and recommendations by the principal.
27. Responsible for finding substitutes for teachers.
28. Help to organize Parent/Teacher Conference schedules and send out parent mailing.
29. Contact the school nurse to alert her of student injuries and illnesses and attend to student health/accident problems in the absence of the school nurse. Contact parents regarding student illnesses. Supervisor self administration of medication to students according to Board Policy 7:270. Initiate student accident insurance claims for those subscribing to the coverage made available through the District.
30. Perform such other tasks as assigned.

Terms of Employment:

Employed on a regular daily basis for 210 days working hours as prescribed for position with additional days subject to the request of the building principal.

Evaluation:

Performance of this job will be evaluated annually by the principal in accordance with provisions of the Board's policy on evaluation of support services.