



***SOUTHWESTERN C.U.S.D. NO. 9
POSITION POSTING***

NON-CERTIFIED POSITION

Regular Posting
 Emergency Posting

Date of Posting: April 22, 2024

Position: Full-Time Middle School Secretary
Starting as soon as possible.

Job Description: Maintain efficiency in the Middle School Office. Assisting the Principal, staff, and students. Duties may include but not limited to building reception, student attendance, phones, fees, bank account, and general office duties.

Benefits: Starting at \$14.30/hr. Includes single insurance benefit, district-paid IMRF retirement, 12 paid sick days, and 2 paid personal days.

New () Vacated ()

Location of work station: Southwestern Middle School

Full Time () Part-Time ()

Deadline for application: May 10, 2024, or until filled.

For additional information, you may call the Superintendent's Office at (618) 372-3813, Opt. 0 or email Shannon Bowman, Principal, at sbowman@piasabirds.net and agrothaus@piasabirds.net

All applicants should submit a letter of application, resume, and references with contact information to the Superintendent's Office by 2:00 p.m. on the deadline date. Materials can be emailed to Shannon Bowman, Principal at sbowman@piasabirds.net, or agrothaus@piasabirds.net. Mailing address: Southwestern C.U.S.D. #9, P.O. Box 728, Brighton, IL 62012.

Southwestern Community Unit School District #9 is an Equal Employment Opportunity Employer.

**SOUTHWESTERN COMMUNITY UNIT SCHOOL DISTRICT NO. 9
EDUCATION SUPPORT STAFF
JOB DESCRIPTION**

TITLE: Middle School Secretary

REPORTS TO: Building Principal

CLASSIFICATION: Educational Support Staff

WORK YEAR: 200 Days

WORK DAY: Per ESP Agreement

SALARY: Per Contract Salary Schedule

EVALUATOR: Building Principal

MINIMUM QUALIFICATIONS:

A reasonable degree of proficiency in keyboarding, use of computer programming, filing, and other clerical related skills. A working knowledge of basic office procedures and operation of office equipment.

BASIC FUNCTION:

Assuring the smooth and efficient operation of the Middle School office, providing accurate recordkeeping and scheduling, cooperating with other office staff to maximize positive impact on District students and their education.

GENERAL DUTIES & RESPONSIBILITIES

1. Performs the usual office routines and practices associated with a productive and smoothly run office.
2. Maintains such records as shall be required by state auditors.
3. Receives, routes, and logs all incoming calls.
4. Maintains a log of visitors to the building.
5. Collects student lunch and breakfast money. Keeps records of all free and reduced lunches.
6. Counts and deposits lunch and breakfast money, instructional fees, insurance money, and collects and deposits athletic fees.
7. Assists students sent to the nurse's office and acts as the nurse replacement when the nurse is not in the building.
8. Keeps records for all substitute workers providing them with all the necessary forms.
9. Prepares a daily lunch count.
10. Be responsible for correspondence to and from the school.
11. Enrolls new students and maintains accurate records of current students, prepares transfers and correspondence to other schools.
12. Keeps attendance records and records same attendance on report cards.
13. Assists on gathering and entering data for the PBIS Program.

14. Maintains employee absence records, time sheets, and substitute information, sending appropriate data to the District Office.
15. Balances monthly bank statements.
16. Helps provide necessary student-parent communication.
17. Assists with student scheduling, printing and distribution of quarter grades.
18. Maintains school website with updates and corresponds with local media for public relations.
19. Maintains adequate records of and supply of office supplies.
20. Maintains office equipment.
21. Fills teachers' requisitions.
22. Sorts building mail.
23. Acts as the school receptionist.
24. Performs other duties as prescribed by the building principal.