

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Secretary to Middle School Associate Principal & Guidance Counselor and Truancy Prevention Coordinator

QUALIFICATIONS:

1. High School Diploma.
2. Proficiency in Microsoft Office Products and Google Applications.
3. Experience with TIES preferred.
4. Ability to lift 50 pounds.
5. Ability to handle multiple tasks under pressure.
6. Strong communication and people skills.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB SUMMARY: Provides secretarial assistance to administrative staff and faculty. Provide academic support, data assemblage and maintenance of student records. Perform duties of a sensitive and confidential nature.

PERFORMANCE RESPONSIBILITIES:

1. Maintain student grading database (TIES). Create deadlines for staff, verify data for accuracy and enter grade changes as needed.
2. Prepare student registration materials and forms.
3. Represent the school to parents and the community; provide factual information being aware of data privacy laws.
4. Assist in answering phones, routing messages to students and staff and greeting visitors.
5. Maintain DIRS (Disciplinary Incident Reporting System).
6. Assist in coordinating and monitoring PBIS initiatives (i.e. "Keep Roaring" tickets, "Stop and Think" tickets, Wildcat Certificates, Student of the Month Certificates, etc.).
7. Assist in coordinating various support groups/programs (i.e. TSA services, social skills groups, mentorship, etc.) with regards to meeting times and locations.
8. Assist in coordinating District and State assessments (create testing rosters, proctor as needed, etc.).
9. Maintain activity calendar in main entrance.
10. Distribute school pictures and coordinate picture day.
11. Monitor daily student attendance (absences and tardies).
12. Organize and facilitate meetings at school with parents and students regarding truancy.
13. Provide notices (letters) to parents regarding truancy via mail/email.
14. Assist in post court monitoring and attend truancy court as needed.
15. Maintain confidentiality as per mandated data privacy laws.
16. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

[5-13-2015] jmp