



East Alton Elementary School District #13

210 E. St. Louis Ave.
East Alton, IL 62024

(618) 433-2051(School)
(618) 433-2096(Fax)

Mrs. Stacey Egan, Principal

Mrs. Emily Warnecke, Superintendent

January 21, 2022

POSTING OF VACANCY

Position Title and Category:

One (1) Building / Curriculum / Transportation Secretary

Location of Work:

Washington Early Childhood Center

Rate of Pay:

As Per the Contract

Work Hours and Work Year:

8 hours a day

Ten month work year

Job Qualifications:

Per the Attached Job Description.

Deadline for Applications:

The position is to remain open until February 3, 2022, or until filled.

Submit a letter of interest and resume to:

Mrs. Stacey Egan, Principal

210 E. St. Louis Ave.

East Alton, IL 62024

segan@easd13.org

"Every Child, Every Day."

TITLE: BUILDING / CURRICULUM / TRANSPORTATION SECRETARY

QUALIFICATIONS:

1. High School Diploma
2. Certificate of good health signed by a licensed physician
3. Knowledge of office machines and ability to operate most office equipment/ software (computer, copier, fax, etc.)
4. Demonstrated aptitude or competence for assigned responsibilities
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To ensure the school office's smooth, efficient, and effective operation so that the office's maximum positive impact on children's education can be realized. Contribute to effective school public relations by promptly handling all inquiries and visitors.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly-run office.
2. Maintains such student records as shall be required.
3. Receives and routes all incoming calls.
4. Maintains a daily employee attendance log and the accompanying records for substitute employees.
5. Processes all changes and adjustments in student schedules and SIS entries.
6. Maintains a log of visitors to the school.
7. Types various materials, such as letters, student records, reports, memos, from a rough draft or corrected copy.
8. Verifies totals on report forms, requisitions, etc.
9. Keeps office equipment clean and maintains necessary supplies.
10. Greet visitors courteously, determine their needs, check appointments, and direct/escort them to the appropriate person.

BUILDING SECRETARY:

11. Answers office telephone and responds appropriately to requests for information; takes messages for staff members.
12. Reports immediately the presence in the Building of any visitors who by-passes the office and/or any suspicious activity or unusual behavior on the part of the visitors.
13. Maintains an alphabetical file of students' names and classes.
14. Keeps records of toll charges for the business office.
15. Performs such other office duties as may be assigned by the Building Principal.

TERMS OF EMPLOYMENT: Ten-month-year. Salary and work year to be established by the Board.

EVALUATION: The performance of this job will be evaluated in accordance with provisions of the Board's policy.