

JOB OPENING for Fiscal Year 2024



HILLSIDE ELEMENTARY SCHOOL DISTRICT #35

JOB DESCRIPTION – Secretary

Start date: July 1st of each year

End Date: June 30th

Duties under limited supervision:

1. Perform routine secretarial/office clerk duties:
 - A. Answer the phone, take messages, process emails.
 - B. Open incoming mail and packages in a timely manner.
 - C. Prepare emails, letters, and reports for the School Administrator and School Board as needed.
 - D. Process and post monthly School Board agendas and public notices concerning regular and special Board meetings as required.
 - E. Record School Board meeting minutes, process, and post them to the website monthly.
 - F. Prepare and process orders.
 - G. Process payroll timesheets and payables vouchers in a timely manner (every other week for each).
 - H. File correspondence and records as required.
 - I. Enroll students, maintain student files, correspondence, absences, all required student forms, grades, health records, test results, etc.
 - J. Responsible for all data entry, reporting, and uploading to the student information system.

2. Additional tasks may be assigned by the School Administrator, as needed.