



Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

Position:	Building Secretary- Jersey Community Alternative Program
School Year:	2024-25

Job Summary

Jersey Community Unit School District No. 100 is searching for a caring and competent employee who is responsible for a variety of tasks related to the day-to-day operation of a school. Candidate attributes include demonstrating dependability, initiative, eagerness to learn, trustworthiness and a hard work ethic. This employee reports to the principal. The building secretary will perform other duties in addition to those listed below as assigned.

Duties / Qualifications

The school secretary is a vital part of the educational team. He/She will work closely with the administrator assigned as supervisor, but will often work with other administrators and their secretaries, as well. Excellent communication skills with parents, students, and staff are essential. Good organizational skills are necessary for this job so the secretary can obtain desired information immediately. The successful candidate must be able to prioritize assignments so they are completed on time. The ability to multitask, especially on days when supervisors, parents and students place extra demands is essential. To perform daily tasks, the secretary must make efficient use of technology such as computers and photocopiers.

Additional duties/qualifications include but are not limited to:

- Ability to use reasoning skills to solve practical problems and carry out detailed written or oral instructions.
- Must be able to handle and balance multiple demands at one time
- Responsibility to oversee bookkeeping files, records, and accounts for accuracy; review fund accounts; and perform any bookkeeping tasks associated with the specific position
- Assist with purchasing and purchase orders
- Accurately count money; make change, manage petty cash, prepare bank deposits, reconcile bank statements, prepare attendance reports, and perform any bookkeeping tasks associated with the specific position and assist other departments within the district with
- Prepare correspondence, spreadsheets, memorandums, forms, requisitions, and reports
- Must be able to work independently and meet deadlines
- Greet visitors and arrange for their comfort and safety so that they form a good impression of JCUSD #100.
- Be able to talk, listen, and understand conversation and effectively communicate orally in one-on-one situations while maintaining the highest level of confidence in sensitive situations
- Be able to relate, understand and communicate with others in a way that contributes to harmonious relationships and mission accomplishment
- Demonstrate a positive attitude and good humor that convey the attitude that work can be enjoyable and rewarding

Minimum Qualifications

- High School Diploma or general education degree (GED) and Paraprofessional Certification
- Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
- Experience with Google Calendar, Google Docs, Google Sheets, Google Slides preferred
- Strong mathematical skills
- Excellent oral and written communication skills
- Ability to communicate to students, parents and staff in an acceptable/courteous manner
- Ability to maintain good working relationships with fellow employees
- Ability to enforce school regulations and policies in a professional manner
- Ability to work in a fast-paced environment that will involve multitasking.
- Ability to lift and carry up to 25 lbs.
- Ability to push/pull up to 15 lbs.
- Assists with student arrival and student dismissal
- Assists teachers in the classroom as needed with a variety of tasks and/or with student behaviorInputs information into Skyward Finance for the assigned building and other departments within the District as needed.
- May assist with scheduling IEP, 504 Plan, or Student Success Meetings
- Other duties as assigned by administration

Disclaimer

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Coaching Opportunities

There may be coaching opportunities for the selected candidate.

Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at lisa.schuenke@jersey100.org:

Internal Candidate

- Formal letter of interest

External Candidate

- Formal letter of interest
- Resume
- Three letters of reference

- [Employment Application](#) (Not applicable for long-term subs)

(Educators / Coaches - Include all items below that apply)

- Proof of Licensure in the State of Illinois as an educator (teachers, paraprofessionals)
- Unofficial transcripts (teachers and paraprofessionals only)
(Applicant should have official transcripts sent from the institution when requested by District)
- ASEP Certification (coaches only)

Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Cory Breden or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.

1/26/2024

