

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secretary to the Superintendent/Assistant Superintendent for Stakeholder Engagement

Supervisor: Superintendent/Assistant
Superintendent

FLSA Status: Non-Exempt **Employee Group:** Secretarial

Qualifications:

1. High School Diploma or Equivalent
2. Comprehensive Understanding of Microsoft Office
3. Knowledge of common office software and equipment use
4. Bilingual fluency – written and verbal

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Duties and Responsibilities:

1. Answer the telephone, assist callers with questions, take messages, direct calls as necessary and provide information to parent(s), community agencies, and district and building personnel.
2. Type and file a variety of correspondence such as memos, letters, confidential documents, brochures and special reports.
3. Maintain community and school events schedule/calendars.
4. Assist in the preparation of District internal and external newsletters and media articles.
5. Enter requisitions, record invoices, and distribute materials.
6. Maintain record and database of current or potential community agencies and stakeholders.
7. Assist Superintendent or Assistant Superintendent for Stakeholder Engagement and district personnel with planning and management of all media events.
8. Assist in the coordination of scheduling of co-sponsored community/school events.
9. Assist with program presentations and visitations for the Board of Education and other stakeholders or entities.
10. Assist in organizing District staff recruiting efforts.
11. Assist Superintendent or Assistant Superintendent for Stakeholder Engagement with development of service learning and student mentoring programs.

12. Assist Superintendent or Assistant Superintendent for Stakeholder Engagement with conducting informal and formal surveys of parents, students, community and staff regarding attitudes concerning education and climate.
13. Assist Superintendent or Assistant Superintendent for Stakeholder Engagement with dissemination of crisis information and crisis communications when applicable.
14. Assist Superintendent or Assistant Superintendent for Stakeholder Engagement in the planning and implementation of District staff recognition activities, including the annual Staff Recognition Banquet.
15. Assist Superintendent or Assistant Superintendent for Stakeholder Engagement with the coordination of the District's homeless outreach and volunteer programs.
16. Maintain confidentiality.
17. Keep current with best practices and requirements as they relate to your job assignment.
18. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
19. Represent the Harlem Consolidated School District in a professional manner.
20. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.