



**Job Description: School Secretary | North Side Community School (NSCS)  
Full Time | St. Louis, MO**

**About NSCS:** North Side is a public charter school founded in 2009 to serve urban north St. Louis City. North Side is now a K through Middle school serving 502 K-8th grade students. **In 2016, the School was named Public Charter School of the Year by the Missouri Public Charter School Association. North Side also received the Champion of Education Reform for Closing the Achievement Gap Award from the Children's Education Alliance of Missouri (CEAM). North Side was awarded the What's Right with the Region Award for Promoting Racial Equality and Social Justice from Focus St. Louis**

- By 3rd grade and up to Middle School, 82% of North Side students are proficient in English Language Arts, and 65% are proficient in Math
- North Side classes have just 15-18 students each
- 100% of students qualify for free or reduced lunch
- North Side believes the best method of education is through personal attention
- North Side is a neighborhood school, predominantly serving the children in its attendance area, a radius of two miles around the school

**Duties:**

- Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing and proofing letters and responses.
- Type, reproduce and distribute notices to staff, students and parents.
- Assure that communications from the office meet proper written and oral English standards.
- Act as a receptionist in greeting visitors, answering telephone calls in a pleasant and efficient manner and communicating effectively in routine, sensitive and confidential matters.
- Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
- Maintain attendance data for each staff member, recording attendance, absences, substitutes, and other required information. Prepare attendance reports, coordinated with payroll data as required.
- Maintain a current school calendar of events and use of facilities.
- Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
- Arrange appointments and maintain a schedule for the Principal or designee and assigned staff.
- Make announcements and operate the school intercom systems.

- Assist the Principal or designee in the preparation of reports and documents by creating graphics and displays using word processing and data management, copying, collating, and distributing final products.
- Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Principal's or designee's responsibilities.
- Complete all required monthly and year end reports in a timely fashion. Order and maintain office supplies.
- Maintain inventories of books, materials, and equipment of the school.
- Supervise assigned secretarial and clerical assistants.
- Create and maintain a clean, attractive, orderly, safe, and efficient office environment. Recommend to the Principal or designee improvements needed in office procedures or operations.

**Compensation:** We offer a generous compensation package including benefits.

**To Apply:**

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Email resume and cover letter to Doug Thaman ([doug.thaman@northsidecommunityschool.org](mailto:doug.thaman@northsidecommunityschool.org)) with the message **“Application – Academic Interventionist – (Your Name)”** in the subject line. ***Failure to use the proper subject line may result in your application not being considered.***

*North Side Community School is an equal opportunity employer and is committed to a policy of equal treatment for all individuals applying to the school. North Side Community School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.*