



## **JNR Building Secretary**

### **Position Description**

#### **INSTITUTIONAL PURPOSE & VISION**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota that has been guided by Catholic beliefs and values since 1911. As an international learning community, serving early childhood education and grades K-12, we hold our students to the highest academic standards and challenge each of them to develop their full potential academically, physically, spiritually, and socially. We believe in the intrinsic goodness of all persons, and strive to model the values of faith, service, and community, as we encourage and support our students to become more than they can imagine.*

#### **VALUES & STANDARDS**

At Cotter Schools, because we believe in the intrinsic goodness of all persons, we promote and foster the values of RESPECT, INTEGRITY, and COMPASSION. All employees can expect to receive these values from the administration and other employees, and they are expected to give these to all other employees, students, and families.

- **RESPECT:** We will honor the dignity, privacy, and truthfulness of others.
- **INTEGRITY:** We will be respectful, honest, and truthful in our dealings with others.
- **COMPASSION:** We will extend to others what we have received – mercy, forgiveness, and care.

#### **GENERAL SUMMARY**

The JNR Building Secretary performs an essential role in the function of Cotter Schools by completing a variety of clerical, supportive, and administrative duties. This individual fully supports the mission of Cotter Schools and works directly with students, parents, staff, and administrators to ensure a positive and safe learning environment for all.

## **RESPONSIBILITIES & DUTIES**

1. Takes daily attendance, leads daily announcements and prayer for the building
2. Schedules and monitors all substitute teachers needed in the classrooms
3. Performs daily tasks including but not limited to dispensing medicine, assigning passes, administering to the needs of sick students, filings, communications between school and families, etc.
4. Provide assistance to students who are struggling or have questions
5. Maintain confidentiality
6. Maintain a safe working and learning environment
7. Enforce Cotter Procedures and Policies as outlined in the Student Handbook
8. Create, maintain and enter accurate records in FACTS SIS
9. Organize, promote, and set up some annual tasks such as ordering planners, assigning lockers, school picture day, special events during Back to School Week, Homecoming, Winterfest
10. Manage school process and procedures to ensure compliance
11. Work with new students and parents to help them become familiar with the building and Cotter Schools
12. Coordinate, monitor, and report on school safety procedures
13. Other tasks as assigned

## **QUALIFICATIONS AND SKILLS**

- Possesses strong communication skills and can work well with others
- Demonstrate strong organizational and multitasking skills
- Maintain confidence related to data privacy and student issues
- Competency with databases
- Experience working with students in a supportive manner

## **BENEFITS & WORK SCHEDULE**

- This is a 10-month position, with an hourly schedule that coincides with the regular school calendar. General daily schedule is 6:30am - 3:00pm with an unpaid 30-minute lunch break.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
  - 50% off for grades K-12
  - 20% off for early childhood education

## **TO APPLY**

Applications are available in the Cotter Schools Business office, 1115 W. Broadway, Winona, MN. Or send an e-mail with a resume to:

**Human Resources Manager**  
[search@cotterschools.org](mailto:search@cotterschools.org)