River Ridge CUSD #210
Elementary Secretary
Job Posting

River Ridge CUSD #210 is seeking a highly organized, detail oriented and personable individual to serve as our Elementary Secretary. This position plays a vital role in the daily operations of the elementary office and serves as a key point of contact for students, staff, parents, and visitors.

Primary Responsibilities Include:

Student Information System - Skyward Q
- Entering and finalizing daily student attendance
- Running reports to notify the principal of chronically absent or tardy students
- Printing and preparing report cards, midterm reports, and other required reports
- Registration online forms and new student registration
- Scheduling PK-5 course assignments in tandem with the Elementary School Counselor
- Generating additional reports as required by the district and the state

Office Management and Communication
- Managing the elementary office area and greeting visitors to the building
- Answering phone calls and directing calls appropriately
- Communicating with parents, teachers, and the principal regarding student absences
- Communicating with staff and administration as needed throughout the day
- Assisting with mail, including stamping and sending letters/packets

Student Records and Documentation
- Maintaining PK-12 IEP files and all PK-5 student records
- Coordinating preschool screening packets and documentation
- Maintaining confidentiality of all student and staff information

Staff and Building Support
- Securing substitute teachers and paraprofessionals when staff are absent
- Being available to respond when staff call in sick
- Writing bus passes and becoming familiar with bus routes
- Performing other duties as assigned to support the needs of the district

Work Schedule

- Monday through Friday
- 7:30 am to 4:00 pm (30 minute lunch break)
- 200 work days per year

Compensation

- Salary: $36,672
- Paydays are the 6th and the 21st of each month

Benefits

- Health Insurance: Single coverage or 25% contribution toward family coverage
- 10 sick days per year
- 1 personal day per year
- $25,000 Life Insurance Policy

Start Date

- February 18, 2026

Qualifications

- Strong organizational and communication skills
- Ability to multitask and prioritize in a fast paced environment
- Proficiency with technology - experience with Skyward Q preferred
- Ability to maintain confidentiality and professionalism at all times
- Experience working in a school setting preferred

This position is essential to creating a welcoming, efficient, and supportive environment for our elementary students, families, and staff.

Interested candidates should apply to the following:

Laura Kuzniar, Elementary Principal
River Ridge CUSD #210
4141 IL Route 84 South
Hanover, IL 61041

Email: lkuzniar@riverridge210.org