

Joliet Township High School District 204

Position Title: Office Staff II: Academy Office

Qualifications:

1. High School Diploma
2. Proficient level of computer knowledge and skill; ability to use Microsoft Office Suite
3. Ability to maintain and establish effective working relationships
4. Ability to work under direction as well as independently
5. Experience with using and supporting financial and student management applications
6. Related experience to performance responsibilities preferred
7. Such alternatives to the above qualifications as the Board may find acceptable

Reports To: Academy Coordinator

Job Goal: To demonstrate initiative, good judgment, and skill in performing a variety of administrative, technical and professional responsibilities in support of the academy and JTHS.

Performance Responsibilities

1. Maintains strong working relationships with all internal and external stakeholders consistently maintaining a courteous, professional, and effective manner through all forms of communication.
2. Utilizes computer based procedures for completing financial transactions, retrieving information, and developing reports, including but not limited to placing orders with vendors, maintaining inventory, and processing p-card reports and check requests.
3. Effectively uses accounting software to accurately process purchase orders and monitor both budget and activity accounts.
4. Maintains and utilizes various business machines necessary to perform related duties, including but not limited to the copy/scan/fax machine.
5. Manages all aspects of substitute teachers including but not limited to determining substitute needs, securing substitutes with Human Resources, entering substitute attendance, and preparing substitute folders.
6. Assists teachers with a variety of needs including but not limited to ordering supplies, submitting various types of leave requests, processing field trip requests, creating mailings, and coordinating guest speakers.
7. Communicates with and provides a variety of services directly to students and parents
8. Maintains accurate attendance records in order to prepare and submit weekly payroll reports.
9. Processes deposits for various activity accounts.
10. Assists in the coordination and preparation of special events.
11. Exhibits working knowledge of Microsoft Office and utilizes these applications to prepare and manipulate documents and spreadsheets to develop accurate reports.
12. Updates and maintains SharePoint sites on JT Shares, JT Web and JT Teams; maintains and monitors the district's website as assigned.
13. Exercises good judgment in handling confidential information and correspondence.
14. Performs other tasks and responsibilities as assigned by supervisors.

Terms of Employment: Annual (10) month contract

Salary: Salary to be determined in accordance with the Clerical Union contract.

Evaluation: Performance on job requirements will be evaluated annually by the supervisor in accordance with Board and Administrative policy.