

**PANA COMMUNITY UNIT SCHOOL DISTRICT #8**  
**JOB DESCRIPTION**

Position Title: Student Information System (SIS)-Administrative Assistant  
Department: District Administration/Staff  
Reports To: Superintendent  
FLSA Class: Non-Exempt  
Revised Date: July 17, 2014

**SUMMARY:**

To provide guidance and technical support in matters related to the district's student administration program and the state's student information program (SIS). To work with the clerical and administrative staff at each school in the collection of student data and to insure the accuracy of required state reporting. To assist the district's technology department in a variety of organizational and clerical duties.

**DUTIES**

1. Provide technical support and oversight for the student administration program.
2. Primary responsibility for the collection and submission of data for the state's student information system.
3. Provide assistance in the completion of various state and federal reports.
4. Prepare and write routine correspondence, reports and take minutes at assigned meetings.
5. Provide Help Desk support for the district's student administration program.
6. Receive and place phone calls and record all messages, screen calls.
7. Maintain a filing system and process incoming correspondence as instructed.
8. Maintain confidentiality of all confidential material.
9. Track and record special case attendance.
10. Provide oversight and ensure accuracy of monthly and annual attendance reports.
11. Other duties may be assigned.

**QUALIFICATIONS**

1. High School Graduate or equivalent plus 5 years secretarial/office management experience.
2. Must be able to perform each essential duty satisfactorily.
3. Maintains strict confidentiality in respect to all District records kept in any electronic or magnetic form, including, but not limited to, student records, employee records, and Board of Education and Administration materials, including those developed or maintained by the Board of Education or Administrators with regard to labor relations and collective bargaining.
4. Maintains strict confidentiality in respect to his or her access to information relating to the effectuation or review of the District's collective bargaining policies.
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
6. Ability to write routine reports and correspondence.
7. Ability to speak effectively before groups of employees of organization.

8. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
9. Ability to apply concepts of basic algebra and geometry.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
12. Must have strong communication, computer and interpersonal skills.
13. Must have ability to learn and utilize new software programs as systems are upgraded. Typing with good grammatical spelling and punctuation.
14. Ability to apply knowledge of current research and theory in specific field.
15. Ability to establish and maintain effective working relationships with students, staff and the school community.
16. Ability to speak clearly and concisely both in oral and written communication.
17. Ability to perform duties with awareness of all district requirements and Board of Education policies.
18. Ability to sit and talk or hear, frequent walking and use of fingers, tools, or controls.
19. Occasionally required to stand and reach with hands and arms.
20. Specific vision abilities required by this job include close vision, color vision, and depth perception.

**SCHEDULING:**

The current work hours for this position are 8:00 a.m . to 4:00 p.m.. The schedule is subject to change with district demands. Overtime is required when requested.