

BUILDING OFFICE CLERK – FULL-TIME TEMPORARY POSITION

Primary Function (Job Goal)

To provide all clerical services necessary to assist in the functioning of the school office. This would include working with administrators, staff, parents, students, and other stakeholders.

Reports To (accountability)

Building Principal

Supervisory Responsibilities

None

Qualifications

- High school diploma or GED
- Previous office or school experience is preferred
- Advanced office skills including use of a PC computer, knowledge of using Word processing, spreadsheet and database to be used for a variety of purposes
- Ability to complete work tasks with little supervision
- Ability to maintain confidentiality in matters relating to staff, students and administrators
- Ability to work with a variety of people in a highly diverse environment
- Ability to work in an environment with frequent telephone and walk-in interruptions; flexibility a must
- Ability to meet deadlines with severe time constraints
- Pre-employment medical examination
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements

Utilize resources from other work units when required to perform the job's functions. Must communicate verbally and through email with district schools when providing information. This information includes, but is not limited to, arrival and departure times of school buses, arrival and departure times of extra-curricular activities, alternative school bus stops, and behavioral actions of students on school buses.

Generally the job requires 75% sitting, 20% walking, and 5% standing and significant finger dexterity in order to operate a two-way radio and needs appropriate hearing to understand radio communication and appropriate vocalization to be understood over the two-way radio. This job is performed in a generally clean and healthy environment.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform all basic clerical tasks such as answering the telephone, taking messages, delivering mail, assisting with inventory and ordering office supplies.
- Welcome visitors and guests.
- Help students with requests.
- Provide data entry services for the school, and secretarial support for the student information management system and procedures.
- Provide general secretarial assistance for the building staff and school public, as specified, scheduled and defined by the Principal.
- Assist with the maintenance of school records and files, and the preparation of required reports in accordance with State of Illinois mandates, Board of Education and District policies and procedures, and specified building requirements.
- Prepare and process student attendance reports.
- Serve as telephone and building receptionist and liaison between the school, community, principal, parents, staff and students.
- Sort and distribute all mail, parcels and packages delivered to the building.

- Record, prepare and maintain student records.
- Assist representatives of parent groups in the preparation, duplication and distribution of announcements or materials.
- Perform all job requirements with a professional cheerful attitude.
- Assume other related duties and responsibilities that the principal may assign.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Rockdale School District 84.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

Full-Time Temporary Position

Completion of mandated training through Global Compliance Network

FLSA Non Exempt Status

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Educational Support Personnel.

Employee Signature

Date