

LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT 95
JOB DESCRIPTION

<u>Title:</u>	Assistant to Principal – Elementary School
<u>Reports To:</u>	Building Principal
<u>Salary Range:</u>	5
<u>Work Year:</u>	11 month, full time (except those Grandfathered)
<u>Requirements:</u>	High school diploma or equivalent Minimum of 2 years relevant administrative experience Ability to work efficiently using personal computer, spreadsheet software, and building telephone in addition to other general office equipment Ability to communicate at all levels within the District Position also requires a high degree of confidentiality, oral and written communication skills, and organization skills Ability to handle a number of tasks of a diverse nature simultaneously Ability to work closely with parents, students, and staff Any combination of experience and education will be considered.

Essential Job Functions:

1. Function as building/office manager and administrative assistant
2. Acts as liaison between building Elementary School Principal, faculty, custodians, parents, students, and maintenance
3. Liaison between principal, PTO, staff, administration, transportation, parents, and other elementary schools
4. Maintain building records – PO's, staff absences, building usage, calendar, PTO orders, ESP time sheets, key cards, field trips, buzz book, generate state/federal reports
5. Maintain student records – Cum files, student management system records, attendance, registration, exiting students, Special Ed, student information sheets
6. Coordinate standardized testing – ISAT, Terra Nova, Terra 3, etc.
7. Maintain building and internal accounts. Run assorted reports and track expenditures, make deposits, write checks, maintain Taft student accounts
8. Order and maintain all building supplies, enter building maintenance requests and follow up to make sure work gets done
9. Maintain building security, which includes assignment of keys, security codes, sign in/out sheets, buzzing in visitors
10. Keeps teachers and other staff posted on building events and procedures
11. Assists in the health office when as needed
12. Schedules subs for meetings/team
13. Performs other related duties as may be necessary and assigned by the Building Principal