

LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT #95
JOB DESCRIPTION

Title: Assistant to the Dean (Discipline Office High School)

Reports To: Dean of Students

Salary Range: 4

Work Year: 10 Month, full-time

Requirements: High school diploma or equivalent required;
1 - 3 years experience in a clerical/secretarial role;
Must be proficient in the use of personal computer;
Must have a high degree of discipline and ability to work with students, parents, teachers and administrators;
Will communicate at all levels within the District;
Requires a high degree of confidentiality, oral and written communication skills, and organization skills;
Any combination of education and experience will be considered

Essential Job Functions:

1. Provides clerical and administrative support to the Assistant Principal and Dean of Students;
2. Provides detailed messages and serves as a receptionist to the public including students, parents, police, social workers, security, etc.;
3. Maintains files, provides faxing, copying, and typing as required including teacher evaluations, school surveys, form letters, residency letters, disciplinary letters, etc.;
4. Schedules in school suspension days;
5. Maintains in school suspension letters including ISS & OSS mailings and updating ISS & OSS lists;
6. Maintains radio contact with in school suspension room, police liaison officer, and security supervisors as required;
7. Sorts, processes, and generates a detention list and missed detention list;
8. Provides clerical support. In the student services office for the AP of Student Services, assisting the registrar.
9. Maintains visitor forms including collecting and distributing to guests
10. Coordinates student office runners as required.
11. Provides support for F.A.M.E. through the management and distribution of materials, and administrative support to the F.A.M.E. leadership team.
12. Collects and maintains parking information for students and staff members
13. Records tardy attendance for all students and distributes detentions.
14. Inputs registration and updates as needed for the upcoming school year.
15. Manages and coordinates coverage for after school and Saturday detentions.
16. Managing and coordinating scanners for all offices and resource centers.
17. Assists other staff members as required.
18. Performs other duties as may be necessary and assigned by the Assistant Principal and Dean of Students.