



ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT 126

COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

POSITION TITLE:	Substitution Secretary	LOCATION:	Principal's Office
REPORTS TO:	Principal	STATUS:	Classified
CLASSIFICATION:	C	TERM:	10 Months

About D126:

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal "To ensure that students graduate ready for college, a career, and life."

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today's global society.

General Summary:

Provides administrative and clerical support to the ZBTHS Principal and Office of Student Services by coordinating substitute and staff coverage, providing front desk support for Student Services, and performing other related duties as assigned.

Essential Duties and Responsibilities:

1. Utilizes technology, organizational skills, initiative, and sound judgment in performing assigned administrative and clerical responsibilities.
2. Prepares various daily/weekly data reports and maintains data files as directed by the administration.
3. Facilitates substitute coverage for absent/unavailable staff members across multiple campuses.
4. Coordinates and maintains all substitution and documentation using district provided software.
5. Prepares, processes, and distributes appropriate substitution paperwork, including: absence sheets, leave forms, sub pay sheets, teacher absence lists, and other related documents on a daily basis.
6. Records and prepares substitution data reports for the Superintendent's office and the Business Office.
7. Assists with the recruitment and training of substitute teachers.

8. Monitors substitute coverage trends, fill rates, and staffing needs and recommends strategies to improve substitute availability and overall program effectiveness.
9. Processes required substitute application materials and maintains accurate, confidential substitute personnel files in compliance with applicable federal, state, and county laws, regulations, record-retention requirements, and District policies.
10. Prepares and updates substitution folders.
11. Provides Student Services front-desk coverage while continuing to process substitution paperwork and maintain related records.
12. Assists with other office projects as needed.
13. Provides backup clerical support to the Principal's office as needed.
14. Performs other related duties as assigned by the principal.

Knowledge, Skills, and Abilities:

- Proficient in utilizing computer technology, including: Microsoft and Google applications (word processing, spreadsheets, and database management), the internet, Absence Management software, Student Information System, Canvas and email communication.
- Able to operate various office equipment, such as personal computer/laptop, calculator, facsimile, copy machine, document shredder, desktop printer, CB radio, intercom, etc.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Assist with Spanish translation if able.
- Able to maintain confidentiality and use good judgment.
- Strong organizational and time-management skills, with the ability to work independently, manage multiple and competing priorities, adapt to changing demands, and complete assignments accurately and within established timelines.
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- Punctual, flexible, reliable, and able to work early shifts in order to meet job responsibilities.
- Maintains proper professional attire.

Performance Expectations:

- Utilizes a high degree of technological skill in performing various administrative tasks.
- Supports the Principal, Executive Director of Student and Specialized Services, and the Payroll and Benefits Manager as needed.
- Represents District 126 with professionalism and positivity
- Provides excellent customer service to all stakeholders, internal and external.
- Demonstrates a commitment to maintaining an excellent attendance record in order to meet the demands and timelines associated with the position.
- Uphold and adhere to District 126 Board Policies and Procedures.
- Demonstrate an ability to self-advocate and respectfully ask questions of supervisors to ensure clarity
- Respect the organizational structure of the Business Office and the District

Education and Experience:

Minimum of a high school diploma, technological skills, and two years of office experience required. Additional education is desirable. Bilingual Spanish preferred. Prior experience with high school students is a plus.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.