
Lyons Township High School District 204

Position Description

Position Title: Administrative Assistant & South Campus Registrar – Student Services Division
Division: Student Services
Reports To: Division Chair – Student Services

Summary:

- Serves as confidential administrative assistant to the Division Chair and Registrar for South Campus, and as a facilitator to the school staff and public being served. Provides support to maximize efficiency of the Student Services Division.
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A. Essential Duties And Responsibilities: (other duties may be assigned)

1. Makes/receives telephone calls/e-mails, takes messages and routes calls/e-mails.
2. Greets all visitors; prepares, distributes files, records, reports, correspondence, etc., related to/and for the Division.
3. Maintains confidentiality of all confidential materials.
4. Assists Division staff with Section 504 implementation for students.
5. Assists Division Chair in arranging homebound tutoring supports for students.
6. Prepares reports and invoices for students receiving hospital services.
7. Maintains equipment and supply inventory; submits purchase orders for Division; receives and distributes all orders.
8. Assists in the planning and implementation for Freshman Experience Day.
9. Enters student information into IEP and Section 504 data forms.
10. Performs duties within the Students Information System and Learning Management System related to reporting of student progress.
11. Supports all aspects of the 8th grade data import process
12. Makes travel arrangements for staff and Division Chair including conference registrations.
13. Assists with Student Scheduling and Registration for current and incoming LTHS students.
14. Develops office procedures, troubleshoots computer and facilities problems.
15. Performs other duties as assigned.
16. Monitors budget and maintains financial records.
17. Performs other duties as assigned by supervisor.

B. Supervisory Responsibilities:

- None

C. Qualification Requirements:

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

D. Education and/or Experience:

- High School Graduate or equivalent. Two years office experience necessary.

E. Language Skills:

- Ability to read and interpret documents; ability to write routine reports and correspondence; and ability to speak effectively with administrators, staff, students and parents.

F. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals.

G. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

H. Other Skills and Abilities:

- Ability to use Student Information System, Microsoft Office products (Word, Excel, Publisher). High level of typing and transcription skills and public relations ability. Ability to perform duties with awareness of all District requirements and Board of Education policies.

I. Physical Demands:

- Physical demands are representative of those that must be met by an employee to successfully perform their essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate a computer. The employee is occasionally required to stand; walk; and reach with hands and arms and continuously will repeat the same hand, arm or finger motion many times as in typing. The employee must frequently lift and/or move up to 30 pounds, such as testing materials and reports. Specific vision abilities required by this job include close vision.

J. Work Environment:

- Work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet. Position usually demands meeting deadlines with severe time constraints.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.