

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 – PARK
RIDGE/NILES
JOB DESCRIPTION**

JOB TITLE: Administrative Secretary – Technology

PREPARATION DATE: 2020

REPORTS TO: Director of Technology
Union

CLASSIFICATION: Level IV -

WORK LOCATION: Jefferson Elementary School

WORK YEAR: 12 Months

JOB PURPOSE:

The Administrative Secretary - Technology performs secretarial and administrative duties to support technology department operations.

DESCRIPTION OF ESSENTIAL DUTIES:

- Perform administrative work that supports technology department operations
- Manage office responsibilities to promote optimal efficiency and responsiveness to district needs
- Participate in technology meetings and planning sessions
- Provide secretarial and support services for the Director of Technology
- Perform tasks such as preparing correspondence and processing technology related purchase orders
- Perform research dealing with the purchase of technology related supplies and equipment, working with vendors to prepare related price quotations
- Provide project assistance and reports
- Perform duties such as administering the technology distribution to all schools, which includes, but is not limited to, ordering, repairs, replacements, and tracking all technology hardware, equipment, and supplies throughout the District
- Organize storage spaces for technology equipment and supplies
- Inventory and Process new technology acquisitions
- Review the availability for replacement of lost or broken technology hardware
- Maintain technology budget expenditure records for all schools
- Prepare technology related purchase orders, entering required information into the District purchasing system
- Verify invoices in light of received items and orders
- Update and maintain technology asset inventories
- Provide support services, dealing with inquiries and needs of students, faculty (regular and substitute) parents, and visitors as they occur throughout the school day
- Take notes and prepare minutes for regular staff meetings and secretary meetings
- Coordinate communications both internally and externally as needed
- Track compensatory time on timesheets
- Attend meetings and training sessions as needed
- May assist with maintaining building security by administering student and parent check in or out, and checking rooms during emergency situations or drills, and answering school doorbell
- May fill in for the secretary in the Jefferson main office for short (1-2 hour) periods of time
- Assist in the preparation of assessment reports if needed
- Assist in the input and management of student assessment data if needed
- Perform other duties as assigned by the Director of Technology

DESCRIPTION OF NONESSENTIAL DUTIES:

Assist in maintaining office equipment. Supporting the organization and maintenance of Technology office spaces

QUALIFICATION REQUIREMENTS:

- Education generally equivalent to an Associate Degree
- 3 to 5 years relevant work experience

- Ability to effectively deal with diverse personalities to accomplish work goals
- Strong verbal and written communication skills to communicate with employees, faculty, administrators, students, and parents
- Ability to maintain the confidentiality of student and/or faculty related information
- Ability to use a variety of office equipment such as computers, multi-line phones, multifunction printer/copier, and digital communication tools
- Strong computer skills, especially in communications, publishing, and spreadsheets, including ability to use a variety of computer software (G Suite/Google Apps, Microsoft Office, Infinite Visions, PowerSchool, web browsers)
- Ability to pay attention to administrative details and organize activities to effectively perform tasks under deadline pressure

PROTECTIVE CLOTHING REQUIRED:

Employees must wear protective gloves while attending to children who are ill or bleeding.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The phrases “occasionally,” “regularly,” and “frequently” correspond to the following definitions: “occasionally” means up to 1/3 of working time; “regularly” means between 1/3 and 2/3 of working time; and, “frequently” means 2/3 and more of working time.)

While performing the duties of this job the employee is frequently required to sit, talk, hear, and use hands/fingers to manipulate, handle, or touch controls. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl, and reach above shoulders.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: (The work environment characteristics described here 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 work environment is that of a business office. The employee is occasionally exposed to bodily fluids.

The noise level in the work environment is usually moderate.

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.