VACANCY NOTICE
AMENDED

POSITION: OP High School
LOCATION: Belvidere North High School
START DATE: July 27, 2020
HOURS: 8 hours per day/10 month position
SALARY: OP High School Level 1 - $13.00/hour
QUALIFICATIONS/EXPERIENCE: See attached Job Description

Proficiency Test required at the time of interview

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Posting: April 20, 2020

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status.
High School Office Professional Level 1
Job Description

Position: High School Office Professional Level 1

Reports to: Reports directly to the Principal or Principal designee

Terms of Employment: 10 months

Basic Function: Under the direction of the Building Principal or Principal designee maintains confidential records to include student records, manages student attendance, assists with mailings, greets visitors and answers phones courteously in accordance with the District 100 Service Excellence Standards.

Qualifications:

1. High School diploma or equivalent
2. Experience with Word, Excel, Google Drive, e-School, PushCoin, basic NovaTime, basic Business Plus (some positions)
3. Ability to demonstrate Service Excellence in all interactions with people
4. Basic office skills (answering phones, filing, operation of basic office equipment such as copiers, fax, email, electronic calendars, etc.)
5. Ability to multitask
6. Good organizational skills
7. Ability to handle confidential information in a discreet manner
8. Ability to work well and collaborate with others
9. Ability to maintain confidentiality and discretion when dealing with school employees and public

Primary Responsibilities for this posted position:

1. Develops a positive, welcoming and caring climate in the Office.
2. Answer telephone and enter daily attendance into e-school.
3. Enter various attendance entries to include homebound students, field trips, vacations, library lists, college visits, assemblies, sports and any corrections that need to be made in e-school.
4. Respond to a variety of student and parent complaints, excuses, and problems on an hour-to-hour basis.

5. Maintain cumulative files for active and inactive students.

6. Process transcript requests

7. Maintain students services department calendar

8. Coordinate homework requests between parents and staff.

9. Maintain discipline files for active and inactive students.

10. Eschool and SWIS data entry for discipline.


12. File doctor notes in student discipline files.

13. Performs other related tasks that may be assigned from time to time.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on Evaluation of Professional Personnel.