VACANCY NOTICE

POSITION: Office Professional - Middle School
LOCATION: Belvidere Central Middle School
START DATE: ASAP
HOURS: 8 hours per day/10 month position
SALARY: OP- Middle School - $13.00/hour

QUALIFICATIONS/EXPERIENCE: See attached Job Description, bilingual preferred

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.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008
(815) 544-0301

Posting: October 14, 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.
Office Professional Middle School

Job Description

Position: Office Professional - Middle School

Reports to: Building Principal

Terms of Employment: 10 Months

Basic Function: It is the responsibility of the Middle School Office Professional, under the direction of the Building Principal, to complete all clerical tasks as assigned by Building Administration and to ensure timely and accurate communications within the building and parent community. The Middle School Office Professional should also provide service excellence in all interactions with staff, students, parents and community members.

Qualifications:

1. High School diploma or equivalent
2. Experience with Word, Excel, Google Drive, and ability to learn e-School, PushCoin, basic NovaTime, basic Business Plus
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 posted for this position

1. Type correspondence, forms and special reports as directed by the administrator.
2. Assemble and maintain building records and state reports.
3. Administer student activity accounts using Quickbooks. Reconcile the activity accounts monthly.
4. Process/Clean up incoming cumulative folders from elementary schools.
5. Handle telephone communication, take messages, and route calls to appropriate parties.
7. Manages tasks associated with extra-curricular and athletics (transportation, eligibility, classroom coverage for coaches as necessary)
8. Handles registration of incoming students.
9. Provide service excellence in all interactions.
10. Assemble and maintain appropriate data and files in student computer system, to include student discipline and attendance.
11. Responsible for handling incoming money such as registration fees, fund raising, fees for lost books and technology repairs, etc.
12. Works directly with counselors in enrolling students new to the school. Enter demographic data, compiling a schedule for the new student and notify transportation for bussing services.
13. Enter appropriate information and keep a current file of student schedules and grades.
14. Work with teachers to run midterm grade information, stuffing envelopes and mailing information home to parents.
15. Work with teachers to run quarterly report cards and sort and distribute them according to teacher preferences.
16. Maintain student records dealing with new and dropped students.
17. Work with administrators, counselors and teachers gathering and entering all data pertaining to the scheduling of classes for students entering the next grade level.
18. Work with other building secretaries when needed.
19. Perform other duties assigned by an administrator.

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