



## VACANCY NOTICE

**POSITION:** Substitute Office Professional  
**LOCATION:** Districtwide  
**SCHOOL YEAR:** 2024-2025  
**WORK SCHEDULE:** Scheduled as Needed  
**SALARY:** \$15.00/hour ([Substitute Wages](#))  
**BENEFITS:** Not Applicable  
**QUALIFICATIONS/EXPERIENCE:** See attached Job Description

Qualified applicants should complete an online application at [www.district100.com](http://www.district100.com). All **current employees** must submit an application 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: June 16, 2025

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

## Job Description

**Position:** Substitute Office Professional

**Reports to:** Reports directly to the Principal or Principal designee

**Terms of Employment:** Scheduled as Needed

**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
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.
3. Follow sign in and sign out procedures as instructed by the principal designee.
4. Respond to a variety of student and parent complaints, excuses, and problems on an hour-to-hour basis.
5. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
6. Perform secretarial and clerical tasks of a varied nature.
7. Assist in creating and maintaining a clean, attractive, orderly, safe, and

8. Communicate to the principal or principal designee any unusual situations witnessed.
9. 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.