

## Joliet Township High School District 204

**Position Title:** Office Staff I: District Special Services

**Qualifications:**

1. High School Diploma
2. Proficient level of computer knowledge and skill; ability to use Microsoft Office products
3. Ability to maintain effective working relationships
4. Experience with using and supporting financial and student management applications
5. Related experience to performance responsibilities and/or coursework preferred
6. Such alternatives to the above qualifications as the Board may find acceptable

**Reports To:** Director of Special Services

**Job Goal:** To demonstrate initiative, good judgment, and skill in performing a variety of administrative, technical and professional responsibilities in support of the department and JTHS.

**Performance Responsibilities**

1. Maintains strong working relationships with all internal and external stakeholders consistently maintaining a courteous, professional, and effective manner through all forms of communication.
2. Utilizes computer based procedures for completing financial transactions, retrieving information, and developing reports, including but not limited to placing orders with vendors, maintaining inventory, managing grants, and preparing payroll timesheets.
3. Effectively uses accounting software to accurately process purchase orders and check requests.
4. Utilizes various business machines necessary to perform related duties, including but not limited to the copy/scan/fax machine, postage machine, and Scantron processor.
5. Is efficient and accurate in organizing and maintaining files and records.
6. Enters data and maintains computer programs for student IEP's and state reporting, claims, and Medicaid.
7. Maintains student records and attendance.
8. Completes conference registrations for building and district personnel.
9. Exhibits working knowledge of Microsoft Word and Excel and utilizes these applications to prepare and manipulate documents and spreadsheets to develop accurate reports.
10. Serves as a SharePoint Power End User; responsible for creating and maintaining district SharePoint sites on JT Shares, JT Web and JT Teams; updates the district's website as assigned.
11. Exercises good judgment in handling confidential information and correspondence.
12. Performs other tasks and responsibilities as assigned by supervisor.

**Terms of Employment:** Annual (12) month contract

**Salary:** Salary to be determined in accordance with the Clerical Union contract.

**Evaluation:** Performance on job requirements will be evaluated annually by the supervisor in accordance with Board and Administrative policy.