

Joliet Township High School District 204

Position Title: Office Staff I and Office Staff II: Pupil Personnel Services (PPS)

Qualifications:

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

Reports To: PPS Coordinator, Deans and/or Counselors

Job Goal: To demonstrate initiative, professional judgment, and skill in performing a variety of administrative, technical and professional responsibilities in support of pupil personnel services 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 discipline logs, attendance summaries, and student staffing reports.
3. Manages the attendance process for all student absences including but not limited to placing and accepting phone calls, preparing attendance reports, and generating letters and mailings.
4. Assists Deans and/or Counselors in a variety of daily functions including scheduling appointments, issuing call slips, processing referrals, and accepting request forms.
5. Communicates with and provides a variety of services directly to students and parents
6. Processes transcripts for both incoming and departing students.
7. Maintains and utilizes various business machines necessary to perform related duties, including but not limited to the copy/scan/fax machine.
8. Is efficient and accurate in organizing and maintaining files and records.
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. Updates and maintains SharePoint sites on JT Shares, JT Web and JT Teams; monitor and maintain 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 supervisors.

Terms of Employment: Annual (10 and 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.