

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	Assistant to the Dean (Discipline Office High School)
<u>REPORTS TO:</u>	Dean of Students
<u>REQUIREMENTS:</u>	<p>High School Diploma or equivalent A minimum of 1-3 years of experience in an Clerical/Secretarial role Must be proficient in use of personal computer Must have a high degree of discipline and ability to work with students, parents, teachers, and administrators Will communicate at all levels within the District Requires a high degree of confidentiality, oral and written communication skills, and organizational skills Any combination of experience and education will be considered</p>
<u>WORK YEAR:</u>	10 month, Full Time

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Provides clerical and administrative support to the Assistant Principal and Dean of Students.
2. Provide detailed messages and serves as a receptionist to the public including parents, police, social workers, security, etc.
3. Maintains files, provides faxing, copying, and typing as required including teacher evaluations, school surveys, form letters, residency letters, disciplinary letters etc.
4. Schedules in school suspension days
5. Maintains in school suspension letters including ISS & OSS mailings and updating ISS & OSS lists.
6. Maintains radio contact with in school suspension room, police liaison officer, and security supervisors as required.
7. Sorts, processes, and generates a detention list and missed detention list.
8. Provides clerical support. In the student services office for the AP of Student Services, assisting the registrar.
9. Maintains visitor forms including collecting and distributing to guests.
10. Coordinates student office runners as required.
11. Provides support for F.A.M.E. through the management and distribution of materials, and administrative support to the F.A.M.E. leadership team.
12. Collects and maintains parking information for students and staff members.
13. Records tardy attendance for all students and distributes detentions.
14. Inputs registration and updates as needed for the upcoming school year.
15. Manages and coordinates coverage for after school and Saturday detentions.

- 16. Managing and coordinating scanners for all offices and resource centers.
- 17. Assists other staff members as required.
- 18. Performs other duties as may be necessary and assigned by the Assistant Principal and Dean of Students.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Salary, fringe benefits, and working conditions are negotiated between the Lake Zurich Community Unit District 95 Board of Education and the Lake Zurich Education Association. See the most recent Negotiated Contract for additional details.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____