

Thornton Township High School District 205

Job Description: I.T.C.

Title: I.T.C

Location:

Reports to:

No. of Months: 12

Qualifications:

- High School Diploma
- Typing at 55 wpm (minimum) with 75% proficiency on clerical entry exam (M.S. Office Applications, Word, Excel, and PowerPoint)

DEFINITION OF DUTIES AND RESPONSIBILITIES:

List tasks, projects, and daily activities. Indicate if the activities are: P-- completed periodically, F--completed on frequent basis, or A--completed annually

F- Responsible for the daily supervision all day of the I.T.C.

F- Receptionist for office (answers phones, filing, and pick up, sort and sent out mail (district and U.S.)

F- Supervise student aides (if any)

F- Help staff members with their duties

F- Correct staff member's orders on the booking system

F- Be sure all software and equipment is delivered and returned to office

F- Photocopying

F- Graphics Work (sign making, dry mounting and laminating)

P- Process all new videos for the district

P- Help staff with the internet

P- Distribute memos and updates to staff

P- Help make up or update forms

P- Process software previews/ check in material received and send documentation for payment

P- Help decide what software (new, duplicates, or replacements) needs to be ordered

P- Update and correct the software catalog as needed

P- Keep up stock of supplies (graphic materials, office materials, etc.)

P- Assist with mailing, special projectors, etc. as needs

A- Help decide what new equipment needs to be requested/purchase for the following year

P- All other duties as assigned