Thornton Township High School District 205
Job Description: Substitute Office

Title: Administrative Assistant – Substitute Office

Location:

Reports to:

No. of Months: 12 months

Qualifications:

- High School Diploma
- Typing at 55 wpm (minimum) with 70% 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- Answer incoming calls in a timely fashion
F- Give a courteous and professional greeting to all visitors and callers
F- Maintain and replace necessary supplies
F- Be able to give direction to appropriate services to subs
F- Keep records of teacher's absences- daily, weekly, and semester using AESOP
F- Payroll for outside substitutes, inside substitutes, and supplemental clerical personnel using IVisions
F- Assign substitutes for all teachers' absences using AESOP
F- Notify if substitutes needed for teachers involved in the staffing's
F- Fill out schedules from PowerSchool for substitutes
F- Enter all meetings, field trips, events that require subs into AESOP
F- Answer emails, voicemails, phone, regarding absences and process accordingly
P- Keep files of all teacher's emergency lesson plans
P- Keep all substitute signed sub forms to submit to payroll
F- Run teacher sick time reports
F- Check subs out
P- All other duties assigned