

**ACHS ADMINISTRATIVE ASSISTANT FOR
TECHNOLOGY SUPPORT SERVICES**

**COMMUNITY HIGH SCHOOL DISTRICT 117
JOB DESCRIPTION**

REPORTS TO: Principal

SUPERVISES: Assists the Administration with main office clerical staff

QUALIFICATIONS: General office skills to include proficiency in the use of computer software, Including word processing, data base and spreadsheet programs, as well as general typing, filing and telephone skills. Understanding of computer network. Able to interact with the public in an office situation, both in person and on the Telephone and maintain confidentiality of sensitive information.

PERFORMANCE EXPECTATIONS:

1. Assist the Administration in all aspects of technical support including but not limited to:

- Master schedules, student schedules and teacher schedules
- Semester and year-end report cards, mid-term and progress reports
- Honor Roll – calculate and publish both the High Honor Roll and Honor Roll
- Curriculum, instruction, and assessment

2. Administer the district Schoolmaster system and ACHS

- Set up, coordinate and oversee **all** components of schoolmaster with staff to maintain accurate and consistent data – including individualized and/or group training
- Program set up, training and weekly support of gradebook program for teachers – includes troubleshooting individual teacher gradebooks and PASS system
- Maintain current curriculum data in Scheduler to aid in the creation of the Master Schedule
- Create reports in schoolmaster as requested by administration and support staff to aid in their day to day activities and for analyzing
- Staff information including updating emergency contact information, current addresses, phone numbers, email

3. Assist in administering the Achievement Series/ Performance Series program

- Uploading student data into web based Achievement Series
- Verification of all student rosters for which tests will be given: semester 1 & 2 exams, mid-terms, and others as requested
- Prepare and print all student test forms for common assessment testing including but not limited to semester finals and mid-terms
- Facilitate and coordinate scanning of all testing, including but not limited to finals and midterms, practice tests (PLAN, ACT, PSAE)
- Train support staff in scanning of student tests and extracting student data reports.

4. State Reports and Data

- Collection and filtering of data required by ISBE
- Maintain current data for entering and exiting students in state SIS system
- Collect data required by District office for state of Illinois requirements
- Create and maintain data needed for testing; PSAE, PLAN, EXPLORE - aligning with state data
- Collection and filtering of data required by State of Illinois; school report card, end of year, student discipline, homeless data, home language, **missing persons, transcript coding project, PSAE Pre-ID data, etc.**

5. Back up

- Assist duties for office personnel including reception, attendance, and registrar.
- Assist sub duties when needed with Principal's secretary
- Posting and distribution of mail
- Xerox machine replacement of supplies and clearing jams in teacher's workroom

6. Assist and generate data for departments, teachers, support as necessary on the following:

- Mail-in and online registration – assist in data entry of registration forms including recording payment
- Reclassification of students
- Collect and maintain hard copy of teacher gradebooks
- Summer school – as needed
 - Enter Summer school grades into transcript

7. Graduation – with Assistant Principal- PPS

- Prepare list of potential seniors graduating (in house and offsite)
- Coordinate ordering and verification of diplomas, caps & gowns for students
- Coordinate ordering of gowns for staff
- Create graduation program – including cum laude and honors and military students
- Organize student distribution of tickets, cap/gowns and other graduation information
- Calculate and organize honor graduates

8. SUPPLIES

- Inventory main office and teacher supplies
- Ordering supplies and disbursing
- Xerox supplies
- Oce toner
- Fax machine
- Neopost mailing machine
- SchoolMaster forms

9. You Make a Difference breakfast –Monthly

- Solicit nominees from staff
- Prepare nominee lists
- Prepare and mail letters/invitations
- Prepare certificates and program
- Order/shop for breakfast items
- Send reminders and invitations to nominators and guests
- Clean up and maintain supplies for breakfast

10. Upload district information for Durham transportation and RevTrak on-line payment

11. **Maintain office equipment to include Océ printer/copier, Neopost machines – postal and folding, assist in maintaining Xerox machines and fax machine.**
12. **Create and maintain a business-like, warm, friendly, service oriented atmosphere in the technology area and office.**
13. **Provide support for other administration and support staff as needed.**
14. **Perform other relevant duties as assigned.**

Terms of Employment:

Twelve (12) month position

Length of work day determined by the Business Manager

Evaluation:

Evaluation will be completed by the Principal