



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

FAX (847)-675-7675

Receptionist/Administrative Assistant

Primary Function

To act as the Maier Administration Center receptionist. Provide administrative assistant support to the Technology and Business Departments. Provide secretarial support to all departments

Organizational Relationships

Reports to the Director of Technology

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle staff and student information with confidentiality.
- Fluency in a second language, preferred

Performance Responsibilities

1. Greet all visitors courteously and direct them to the proper party.
2. Answer phones, direct calls and assist as needed with courtesy and professionalism. Screen and forward or respond to messages on the district general mailbox. Change greetings on mailbox as needed.
3. Report the presence of any visitor who bypasses the reception desk or any suspicious activity to the police.
4. Respond to requests for information and answer questions from callers in accordance with district policy.
5. Maintain a neat and attractive reception area.
6. Sort and distribute mail and faxes.
7. Maintain a weekly calendar of reserved meeting spaces.
8. Oversee meeting scheduling and usage of shared spaces in the District Office including .
9. Generate Daily Staff Attendance report from Aesop.
10. Monitor district office bulletin board and displays and restock as needed.
11. Administer the paperwork processing for the Free and Reduced Price Meal program
12. Maintain monthly recordkeeping of free/reduced meal program data; process and submit the monthly Claim for Reimbursement for the meal program via the WINS module on the ISBE website by the specified deadline.

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13. Perform the annual Verification for the free/reduced meal program and submit the online Verification Summary Report by the deadline
14. Assist with Meal Service Program audits by the IL State Board of Education.
15. Maintain supply of beverages, kitchen supplies and office supplies in district office.
16. Provide basic support for families using the Parent Portal for the student information system.
17. Assist with District communications (School Messenger, Twitter and website).
18. Create Desktop Publishing projects for District-level publications (parent calendar)
19. Responsible for Technology Department purchase orders
20. Provide clerical support to all departments when needed.
21. Assist with all departments' meeting set-ups, logistics, and hospitality
22. Provide overflow clerical support to all departments when needed.
23. Perform other related duties as assigned by the Director of Technology, Business Manager and Superintendent.

Terms of Employment

12-month position (260 work days). Salary and work year established by the Board of Education and PSRP Agreement.

Evaluation

Performance will be evaluated in accordance with the PSRP Agreement.