



Granite City Community Unit School District #9

Adam Garrett, Ed.D. | Executive Director of Human Resources

JOB DESCRIPTION

Position Title: Substitute Administrative Assistant

Hours: As needed; up to 8 hours/day

Location: TBD

Reports to: Building Principal

FLSA Class: Non-Exempt

Pay: <https://www.gcsd9.net/district/employment-1/employment-opportunities/substitutes>

Summary

This position provides comprehensive clerical and administrative support to the school principal and staff, ensuring smooth daily operations by managing schedules, handling communications, maintaining student records, and coordinating events, while upholding confidentiality and prioritizing student needs within the public school district. This position is on-call to provide services as needed to cover for a regular administrative assistant's absence.

Duties

1. A thorough knowledge of word processing, database and spreadsheet (Excel) applications.
2. Answer telephones and take messages.
3. Handle incoming and outgoing pony.
4. Process all requests for student records.
5. Maintain student information in the computer.
6. Collect applicable parent and student information
7. Enter daily student attendance.
8. Issue tardy and dismissal slips.
9. Review daily attendance calls.
10. Call home of absent students who have not called.
11. Prepare a list of detention for excessive tardies.
12. Report daily truancy; keep a record of students dismissed during the day.
13. Update all attendance throughout the day as changes occur.
14. Keep staff attendance records.
15. Responsible for finding substitutes in the building or doing hourly subs (teachers) when regular subs are not available.
16. Email Human Resources for substitutes as needed.
17. Issue homework requests.
18. Forward lunch applications to the board office, as needed.
19. Keep a record of all DCFS visits (logging picture ID, name of student being seen, date of visit, etc.).
20. Assist students, parents, and staff with their daily needs.
21. Notify parents when children are sick.
22. Other duties as assigned by the building principal.

Qualifications

1. Must hold a high school Diploma or equivalent.
2. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators, and the general public.
3. Enforce school regulations and policies in a professional manner.
4. Ability to maintain good working relationships with fellow employees and pupils.
5. Must be able to lift and carry up to 50 lbs.
6. Must have the ability to push/pull up to 10 lbs.
7. Must be detail oriented.



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Scheduling

The work hours for this position are on an as-needed basis to cover for staff absences. The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.

Terms of Employment: As needed.

Created: 09/15/2025