

PLEASE POST

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ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11
Alton, Illinois

TO: All Educational Support Personnel
FROM: Dr. Sonya Porter/ Director of Human Resources
DATE: March 6, 2018
SUBJECT: Vacancy

The following position is now bid:

ALTON MIDDLE SCHOOL – Clerk/Administrative Assistant –Level III -9 1/2months, 7.5 hours

Applicants must possess the following qualifications:

- (Applicants MUST have qualifying score on file, or they MUST request to take required test prior to the closing of the bid.)
- Ability to accurately type a minimum of 40 words per minute.
- Passing Scores on all clerical tests required by the Human Resources Office.
- Working knowledge of and experience with SKYWARD or equivalent system required.
- Working knowledge of data base and word processing.
- Ability to accurately maintain detailed statistics and records.
- Excellent organizational skills.
- Excellent work habits.
- Ability to interact with public, employees and students in a positive and professional manner on the telephone and in person.
- Ability to meet deadlines.
- Excellent reliability.

Job responsibilities include but are not limited to the following:

- Perform all clerical duties related to the position including typing correspondence and letters.
- Possess a working knowledge of phone system.
- Receive incoming telephone calls and transfer as necessary.
- Find answers to inquiries from the school community.
- Accurately process lunch applications in a timely manner.
- Maintain student records and update on Skyward System as necessary.
- Maintain attendance records and reports.
- Responsible for distribution of quarterly report cards, grades and progress reports.
- Prepare and process accident reports.
- Produce suspension letters and document and maintain some discipline data.
- Responsible for data mining and preparation of some assessment data.
- Accurately publish daily announcements and weekly calendar.
- Prepare and process ID's.
- Distribution of inner-school and U.S. Mail.
- Prepare and process all house purchase orders.
- Other duties as assigned by campus administration.

Applicants must submit a resume showing compliance with the previously listed qualifications.

PLEASE NOTE: Interested persons shall apply to the Human Resources Office in writing. All bids must be received not later than 4:00 p.m., **Monday, March 12, 2018.**

“An Equal Opportunity/Affirmative Action Employer”