

*Elementary School
808 Wisconsin
Windsor, IL 61957
(217) 459-2447
Fax (217) 459-2408
Principal—Liz King*

Windsor Community Unit School District #1

Windsor... Where Pride and Tradition Meet Success

Superintendent—Erik Van Hoven

*Jr. Sr. High School
1424 Minnesota
Windsor, IL 61957
(217) 459-2636
Fax (217) 459-2794
Principal—Bart Wiedman*

Position Title: Jr Sr High School Administrative Assistant

Department: Jr Sr High School

Reports to: Superintendent and Principal

FLSA Class: Non-Exempt

SUMMARY

This position is responsible for providing administrative support to the Superintendent, Principal and the school office to assure smooth and efficient operation of the office.

DUTIES

1. Answers office telephone and responds appropriately to requests for information and delivers messages to staff and students.
2. Responsible for opening and locking the office at the beginning and end of each workday.
3. Maintains student records as shall be required and transfers all students' permanent records to next year.
4. Displays appropriate rapport when dealing with students, parents, community, and staff.
5. Processes all changes and adjustments in student schedules as directed by the principal.
6. Maintains and counts monies for food services where required, student insurance, student pictures, field trips, class projects, student fees, textbooks, etc.
7. Collects and prepares daily lunch count, and provides cooks actual count daily.
8. Deposits activity fund monies.
9. Writes activity fund checks.
10. Keeps balance book for activity fund.
11. Collects money at registration for book fees and sports fees.
12. Maintains schedule of appointments and makes arrangements for conferences and interviews.

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13. Collects, organizes and checks purchase orders for supplies and books for the next school year.
14. Marks personnel who are absent and fills out substitute teacher forms to be signed at the end of the day.
15. Checks student attendance and when applicable informs the cook of the number of students eating.
16. Keeps record of student absences and calls to verify the absence with legal guardian.
17. Types and maintains daily announcements.
18. Monitors hourly absences and checks on newly noted absent students.
19. Makes daily phone calls regarding absent students.
20. Types daily absence lists and announcements sheet and delivers to all staff by 3rd hour.
21. Operates office equipment such as fax machines, copiers, etc.
22. Answers telephones and gives information to callers, take messages, or transfer calls to appropriate individuals.
23. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
24. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other material.
25. Reviews inventory of supplies, orders as necessary, and re-stocks supply closet when items are received.
26. Locates and attaches appropriate files to incoming correspondence requiring replies.
27. Opens, reads, routes, and distributes incoming mail and other material, and prepare answers to routine letters.
28. Completes forms in accordance with school district procedures.
29. Makes copies of correspondence and other printed material.
30. Reviews work done by others to check for correct spelling and grammar, ensures that district format policies are followed, and recommends revisions.
31. Composes, types, and distributes meeting notes, routine correspondence, and reports.
32. Tends to sick or injured students and prepares any accident or illness forms required.
33. Makes changes in the bell system as directed by the building principal.
34. Prepares and handles packages for shipping and/or pick-up.
35. May be required to scan student ID badges at lunch as needed at location.
36. Responsible for student data state reporting
37. Performs all other duties assigned by Building Administrator or Superintendent.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. A minimum of 1-3 years experience in an office administration or related position.
3. Must be able to type 60+ wpm
4. Knowledge of Google Suite including docs, sheets, calendar, gmail, etc.
5. Knowledge of Microsoft Office programs including Word, Excel, Access, Powerpoint, etc.
6. Ability to lift and carry up to 20 lbs.

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7. Ability to push/pull up to 10 lbs.
8. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
9. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
10. Enforce school regulations and policies in a professional manner.
11. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING/BENEFITS

Daily work hours are 7:30 a.m. to 4:00 p.m.; Competitive hourly rate dependent on work experience; Optional group health, dental, vision, and life insurance; Paid sick, personal and vacation days.

How to apply: Send cover letter, resume and three letters of reference to Mr. Bart Wiedman at wiedmanb@windsorcsd.org

Application deadline is July 19, 2024.

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