

# Peoria Heights CUSD #325

## Peoria Heights, ILLINOIS

### **Position Title:** **District Office Manager**

This job description is only to be interpreted as a basic guideline of an individual's responsibilities. As an employee of School District #325 you are expected to perform whatever function is assigned without regard to whether it appears in your job description. It is most important that each individual performs their job in a positive cooperative manner with all coworkers for their benefit and the benefit of the School District.

**Purpose of the Position:** To provide secretarial and support services to the Superintendent and District Bookkeeper to further the aims, objectives and mission of the School District, and to provide other secretarial and support services to other staff members as required for the effective delivery of services.

**Reports To:** Superintendent

**Terms:** 12 Month Position – Starts August 10, 2017

**Hours:** 8 hours per day

**Salary:** Recommended by the superintendent and approved by the board. Comprehensive benefits are included.

**Qualifications:** Previous experience working with data systems and bookkeeping is preferred but not required. See position responsibilities for more information about job duties.

**How to Apply:** Send resume, letter of interest and references to:  
Dr. Eric M. Heath  
500 E. Glen Ave.  
Peoria Heights, IL 61616  
eric.heath@ph325.org

### **Position Responsibilities:**

- Supports and assists the Superintendent in providing quality services to students, staff, principals, board members and the community.
- Performs secretarial duties to support the Superintendent and the District Bookkeeper.
- Provides assistance in maintaining an office calendar of appointments, preparing for meetings, and activities, including confirming appointments, initiating necessary communication and correspondence prior to and after meetings and appointment.
- Handles correspondence and phone communication related to the activities of the District Office and the Superintendent.
- Understands and implements their duties with total confidentiality.
- Accurately maintains the files of the District Office and the Superintendent, ensuring that they are updated regularly, are well-organized, and are available to the Superintendent when needed.
- Provides support to the Superintendent in the coordination of district programs and services.
- Assists the Superintendent with the school district golf outing fundraiser
- Provides assistance with development and dissemination of Board of Education packets and Board Updates.
- Accurately maintains records and files regarding Board meetings and materials.

- Provides support and assistance to the Superintendent in preparing curriculum materials, state reports, in-service programs, and presentations by the Superintendent, including materials preparation, facility preparation, correspondence, confirmations, and follow-up communication.
- Is the district point of contact with the Peoria County Regional Office of Education. (ROE)
- Is the district point of contact with the Illinois State Board of Education. (ISBE)
- Is the district point of contact with the Illinois Association of School Boards. (IASB)
- Provides assistance to other Professional Staff members as directed by the Superintendent, the Principals or as appropriate.
- Processes all workshop and professional development requests by staff members.
- School year report forms as designated by the superintendent and/or principal: assist the superintendent with General State Aid Calculation, Transportation Report, Civil Rights Reporting, and all employee reporting with the ISBE.
- Understands, maintains, and teaches others on the use of computerized data systems. Both in-house and statewide data systems must be learned and implemented.
- Create a directory for all staff members including home phone numbers, home addresses, spouses' first names, and home e-mail addresses to be distributed by the end of the first full month of the school year.
- Assist with the management of the Personnel function.
- Assist the superintendent and the bookkeeper with the creation of all personnel contracts.
- Creation of personnel files folders for all school/district employees and the maintenance of the like (in concert with the bookkeeper). This includes verification of certifications, college transcripts and work experience.
- Record keeper of employee sick/personal/vacation days.
- Assist the superintendent and/or current Board secretary with public notices, etc.
- Assist the superintendent and district bookkeeper with the school districts different insurance policies and is the point of contact with the different insurance companies and agent that work with the school district.
- Assists staff members with insurance questions and inquiries.
- Is responsible for signing up new staff members for health insurance.
- Keep track and accurate bookkeeping with reports (verbal and/or written) to the district bookkeeper.
- Assist the district bookkeeper with all requisitions, purchase orders and expense reports.
- Place all orders for the office and teachers/staff throughout the school year and summer months.
- Check on the delivery of all materials through the bookkeeper and make follow-up communications should items not be received within a reasonable period of time as directed by the bookkeeper.
- Initiate all superintendent-approved PO's and assign each a number by incorporating them into the computer.
- Distribute (at the start of each school year) and collect (at the conclusion of each school year) all teacher/staff room keys.
- Retrieve and distribute facsimiles as they arrive. .
- In concert with the bookkeeper, responsible for keeping district personnel files current and comprehensive.
- Prepare, organize, update, and make available all standard office forms for staff use under the direction of the superintendent and/or principal.
- Make recommendations to the superintendent and/or principal as to the overall improvement of office functions.
- Friendly, cooperative, collaborative, and helpful attitude, demeanor, and behavior toward all staff and colleagues of the school. Friendly, cooperative, and helpful attitude, demeanor, and behavior toward all parents/guardians and visitors to the school.
- Demonstrates leadership skills for overall effectiveness of School District #325.
- Models professional attitude and image.

- Is reliable and dependable.
- Is punctual.
- Maintains a professional relationship with staff and parents/community.
- Understands and supports the vision of the School District.
- Any/All other duties/responsibilities as delegated/directed by the superintendent.