

LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Information Clerk (Technology)
JOB GOAL: Provide data management support for District technology systems. Serve as primary point of contact for external customers seeking services from the technology department.
REPORTS TO: Director of Technology
QUALIFICATIONS: Flexible schedule within the work week.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Primary responsibility is to carry out clerical tasks related to the operation of the technology department.
2. Establish and maintain positive relationships with external district customers such as PTC, Foundation, and vendors as necessary.
3. Train external customers on the documented workflow procedures for interacting with the technology department.
4. Learn fundamental operations of commonly used software and data sources used by the technology department.
5. Be the primary point of contact for:
 - ISBE SIS data import and export
 - Recording and managing local assessment data
 - Updating automated school calling systems
 - Maintaining correct parent contact information
 - Generating documents and documentation relating to the technology department

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Part-Time, 10-month (190 days) at 5 hours per week including one week before the start of school and one week after the end of the school year. Salary, benefits, work hours/days as established by the Board of Education. (At-will employee.)