

**ROCKFORD BOARD OF EDUCATION  
JOB DESCRIPTION**

**Job Title: Office Professional Level 3**

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**JOB CODE: 3535**

**Department: All schools and departments: Finance Technicians at Secondary Schools and Administration, Administrative Assistant at High Schools, Payroll at Administration and Transportation, Purchasing, I & I, Distribution, Bilingual Administrative Assistant, Early Childhood Administrative Assistant, Professional Development, Facilities Administrative Assistant, Nutrition Administrative Assistant**

**(formerly classification 35F and 36)**

**Supervisor: Building Administrator or Department Administrator or Supervisor**

**Date: August 14, 2013**

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**PURPOSE OF THE POSITION:** Regularly perform complex clerical work serving a specific department or building. Provide assistance to department or building administrators and staff. Effective operation of the department or building exercising initiative, confidentiality and discretion in the performance of duties. Work assignments are performed with a considerable degree of independence based on knowledge and experience.

**SUPERVISORY RESPONSIBILITIES:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition to the requirements listed below, regular attendance is an essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

1. Interacts with public and employees in routine situations which require tact, discretion and courtesy.
2. Processes district documents including field trips and requests for leaves.
3. Timely and accurately compiles and enters data into various computer programs/systems.
4. Maintains accurate records, files, lists, information and inventories.
5. Compiles and processes and/or analyzes information and data from various sources.
6. Conducts records management in accordance with state and district guidelines.
7. On an as-needed basis, accesses confidential information with discretion in regards to student records, attendance and discipline referrals.
8. Provides accurate information regarding policies and procedures related to the department or school district.
9. Monitors information regarding payroll, budgets, and purchase order inputs and

- processing.
10. Tracks and balances budgets/department expenditures if applicable.
  11. Prepares, develops, creates and distributes reports, documents, and correspondence accurately and efficiently for distribution.
  12. Conducts records management in accordance with state and district guidelines.
  13. Specialized areas of responsibility related to payroll, finance, purchasing, and administrative duties.
  14. Coordinates events and/or information such as graduation, schedules, class lists, and requests for leave.
  15. Assumes responsibility for accounts including financial recordkeeping and account reconciliation.
  16. Provides direct clerical support to buildings or departments.
  17. Coordinates information regarding substitutes, transcripts, registration and enrollment.
  18. Processes fees, payments, purchase orders and documents related to the building or department.
  19. Processes documents related to the building or department including payroll, budgets, and purchase orders.
  20. Prepares, develops, creates and distributes reports, documents, and correspondence accurately and efficiently for distribution for building or department administration, building or department matters and public information.
  21. Provides back-up and assists other Office Professionals as may be required for the purpose of supporting them in the completion of their work activities.
  22. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives and parameters found in the Board's strategic plan.
  23. Carries out such additional duties as required or as conditions necessitate.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO PERFORM ESSENTIAL FUNCTIONS:**

1. Ability to communicate and interact with staff and co-workers in a professional manner.
2. Demonstrates appropriate decision making in support of or in absence of supervisor.
3. Ability to perform necessary tasks ensuring smooth operation of a department or building.
4. Proficiency in specialized computer programs.
5. Demonstrates positive customer service skills
6. Demonstrates confidentiality
7. Ability to prioritize tasks
8. Demonstrates organizational skills
9. Utilizes excellent verbal and written communication skills as well as professionalism to employees and public
10. Ability to multi-task and work independently in a fast-paced environment.
11. Working knowledge and willingness to learn and become proficient on computer programs/applications

**NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
2. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED. Experience operating general office equipment including but not limited to scanner, fax machine, computer, printers and copiers, VOIP phone system. Working knowledge of specialized computer programs including full Microsoft Office package, QuickBooks, eSchool and SunGard and other financial software.

**LENGTH OF WORK:** 10, 11 or 12 months or other contractual agreement.

**WORKING CONDITIONS:**

Moderate in-district travel as well as intermittent in-state and out-of-state travel. Intermittent prolonged and irregular hours of work.

**OTHER:**

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

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Approved

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Date