



Job Title:	DMIS Secretary	Job Category:	Non Certified
Status:	Open Until Filled	Date posted:	1/18/24
Additional Status Information:	Hours 7:30-4:00 200 days a year Beginning of 2024-205 School Year	Posting Expires:	Until Filled
Salary:	Hourly Wage per contract		
Applications Accepted By:			
Mr. Lance Hawkins, Principal 506 N Logan Street Deer Creek IL 61733 E-mail: lhawkins@deemack.org Phone (309)447-6226			
Job Description			
ROLE AND RESPONSIBILITIES We are looking for someone to join our office team at DMIS. We want to add an upbeat, friendly, knowledgeable and confidential addition to DMIS. This position is responsible for: <ul style="list-style-type: none">• Handling daily student attendance• Scheduling all students 4th-6th grade• Report card distribution for 4th-6th• Daily announcements to staff through email• Thorough knowledge and understanding of Skyward (student management system) as well as SIS on the ISBE website• Completion of state forms on the ISBE website• Maintaining deposits, checks, and balances for accounts• Answering phones• Contacting the health department regarding requirements and an understanding of the Illinois compliance for health regulations• Student interaction and parent contact• Gmail use required daily• Producing end of the year reporting and monthly reporting to administrators• Providing communication with administration daily regarding student discipline• Assisting with school fundraisers and organizing picture days• Ordering supplies and any other duties as assigned			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
MISCELLANEOUS			
ADDITIONAL NOTES			