

STREATOR ELEMENTARY DISTRICT #44

Job Description

District Operations Specialist

FLSA Status: Non-Exempt

Effective: 6/23/2026

Reports to: Superintendent

Approved: JA

Position Objective

The District Operations Specialist provides comprehensive support to the Superintendent, District Business Office, and Board of Education by managing daily bookkeeping, payroll functions, human resources administration, insurance programs, and board secretary functions to ensure efficient, compliant, and process-driven district operations.

Essential Functions

- Manages and executes the district's comprehensive payroll operations, including processing tax withholdings, mandatory reporting, and systemic data management
- Administers employee health, dental, vision, life, and supplemental insurance programs
- Completes and remits regulatory pension filings and contribution reports for the Teachers' Retirement System (TRS) and Illinois Municipal Retirement Fund (IMRF)
- Manages and reconciles the district's Imprest Fund accounts alongside daily bookkeeping assignments
- Coordinates employee leave administration, tracking statutory requirements under the Family and Medical Leave Act (FMLA)
- Serves as a district administrator for Frontline-Absence Management to track staff attendance and process time-off requests
- Prepares necessary financial and operational reports as the District Business Coordinator and Superintendent may direct
- Processes accounts payable and accounts receivable in compliance with district policy and state accounting standards
- Gathers and organizes data to support the district's zero-based budgeting processes
- Assists with the documentation and preparation for the annual financial audit
- Manages the onboarding process for new employees, including background checks, licensure verification, and initial orientation
- Maintains official personnel files, tracks employee leave requests, and assists with collective bargaining agreement documentation
- Coordinates the preparation, publication, and distribution of Board of Education meeting agendas and packets in accordance with the Open Meetings Act
- Attends all official Board of Education meetings to record and draft the official minutes of the proceedings
- Maintains and serves as the custodian of official school board records, resolutions, and legal documents

The above job description reflects the general requirements necessary to perform the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended as appropriate.

Additional Functions

- Performs other such duties as may be assigned by the Superintendent

Qualifications

- Bachelor's degree preferred, specifically in business, school finance, or a closely related field
- Proven experience managing full-cycle payroll systems, tracking employee attendance/leave, and processing public pension contributions
- Knowledgeable/experience with computers and financial software
- School finance, accounting experience, and experience with school grant reporting

Competencies

- Understands the complexities of Illinois school finance, and is able to interpret complex educational and financial data and maximizes the use of resources in support of the education programs of the district
- Excellent interpersonal communication skills. Able to communicate effectively with staff at all levels, board members, and the general public
- Adaptable to different work scenarios and schedules. Able to prioritize efforts in order to achieve a student-focused solution
- Proficient in standard office software applications

Working Conditions

- Mental demands include calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting
- Physical demands include bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity
- Environmental conditions require work that is performed primarily indoors, however outside work is required on occasion, and travel between buildings is a requirement

Terms of Employment

- This is an at-will, salaried non-exempt position tracking a 246-day work calendar. The annual salary is recommended by the Superintendent and approved annually by the Board of Education.

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