

Administrative Assistant to the Administrator for Student Services

Primary Function

To serve as the confidential secretary to the Administrator for Student and Special Services.

Organizational Relationships

Reports directly to the Administrator for Student and Special Services.

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, PowerPoint, KIDS, Google Docs, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle student information with confidentiality.

Performance Responsibilities

1. Maintain accurately, all records as required by Department of Student Services. Maintains an accurate filing system of all correspondence and documents as related to student services.
2. Maintain student database for all students receiving special services.
3. File evaluation materials and IEPs in the temporary student file.
4. Review incoming records and other materials, sorts and files according to prescribed procedures, or as assigned.
5. Record attendance for District 39 students attending out-of-district programs and relates this attendance information to data processing.
6. Maintain records, complete, and submit yearly reports to ISBE (Dec. 1st count, Personnel, Discipline, EC rating as leave)
7. Place orders
8. Medicaid (RG Consultants) liaison
9. Kids program
10. Perform various other related office duties as assigned by the Administrator for Student and Special Services.

Terms of Employment

260 work days. Salary and work year established by the Board of Education.

Evaluation

Performance of this job will be evaluated in accordance with Board of Education Policy and the Support Staff Agreement.