

JOB DESCRIPTION: Assistant for Directors of Pupil Services/Curriculum and Multilingual Departments

POSITION: Administrative Assistant for Pupil Services & Curriculum and Multilingual Services Departments

REPORTS TO: Directors of Pupil Services/Curriculum and Multilingual Departments

COMPENSATION: Salary Range: dependent upon level of experience

DESCRIPTION: The job of the Administrative Assistant to the Directors of Pupil Services/Curriculum and Multilingual Departments provides a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of and acting as a liaison for the Director of Pupil Services.

QUALIFICATIONS:

- Ability to compile data from a wide variety of sources (e.g. IEPs, FACTS forms, calendars, Add/Drop forms, etc.)
- Ability to exercise initiative, independent judgement, and discretion in performing duties
- Proficiency in the use of standard productivity software (Mac OS, Microsoft Office, Google Suite)
- Knowledge of iStar and ability to create reports for the purpose of reporting data and information to the Illinois State Board of Education
- Prepare state and federal reimbursement claims for special education students
- Manage student data and creation of student files through eStar, Skyward, and other data systems
- Coordinates and schedules a wide variety of projects, functions and/or program components (meetings, inservice events, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, public agencies, SEDOL, private facilities, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Knowledge of student information systems (Skyward)
- Strong customer service orientation and an ability to deal courteously and tactfully with others
- Strong oral and written communication skills
- Detail oriented for accurate record keeping
- Demonstrated ability to maintain confidentiality of student and staff records, protect personally identifiable information and follow FERPA, HIPPA, Illinois

- School Code, and other appropriate laws, rules, and regulations for data privacy and security.
- Supports all Pupil Services staff for the purpose of providing assistance with their functions and responsibilities.
- Knowledge of Spanish preferred, but not required

PROFESSIONAL RESPONSIBILITIES

- Perform all secretarial duties associated with the effective performance of the duties of Director of Pupil Services, and the other Pupil Service personnel, including:
 - Complete and file all necessary reports with the Illinois State Board of Education (e.g. health reports, EL reports, Special ed. reports, etc.)
 - Regularly collect information from Pupil Services staff across the district and compile reports
 - Manage the IEP, RtI, 504, EL, Fee for Service and other database systems
 - Process incoming correspondences as instructed
 - Place and receive telephone calls and messages
 - Maintain an organized filing system (manual and electronic)
 - Schedule appointments and meetings
 - Keep and organize the Director of Pupil Services calendar
- Maintain record and complete quarterly updates for State and Federal Grants
- Maintain and coordinate revisions of various handbooks, brochures and forms
- Maintain attendance records for students in educational environments outside the school district
- Create and maintain private placement contracts, action requests, assistive technology contracts and other student documentation
- Manage digital access to curriculum resources - Started doing some of this
- Medicaid/Fee for Service
 - Quarterly Reporting
 - Report Filing
 - Update Staff Listing
 - Reminders to staff for completion
 - Organization of training
- Back-up Registrar - main registrar when current registrar is absent
- Answer phones as needed
- Other duties as assigned