

BLOOMINGTON PUBLIC SCHOOLS, SCHOOL DISTRICT 87
Position Description

Job Title: Administrative Assistant I
Location/Dept: Area Career Center
Reports To: Director BACC/RVS

Job Grade: 8
FLSA Status: N/E
Date Prepared: 09-2012

Job Summary:

Under direct and limited supervision, the position serves as secretary to the Director of the Regional Vocational System and Area Career Center and assists Coordinators, Faculty and Staff, as needed. In addition, this position retains specific responsibilities for the administration and coordination of a variety of projects.

Job Duties:

* = **Essential Duties**

*Collects and enters all data required for ISBE Career & Technical Education Course System/Illinois State Course System (CTEC/ISCS). Maintains a network of local school contacts to assist in the CTEC/ISCS data collection process. Generates and distributes communication to all participating schools requesting detailed class list information for the first and second semesters. Uses a variety of sources to update information on a monthly basis. Performs similar responsibilities for Special Population programs, Co-op classes, and Work-Based Learning Codes. Work with local schools with the transition between ISCS and CTEC systems through SIS.

* Updates the director regarding the development of the required completion of all CTEC/ISCS reports completed annually. Distributes reports in accordance with ISBE guidelines.

*Types correspondence for Director that may include items sent to legislators, state agencies, regional systems, area vocational center participants, schools, faculty, coordinators, and staff. Types, compiles, and mails annual faculty letters.

*Schedules appointments for the Director. Answers telephone and screens calls. If possible, personally provides caller with requested information or re-directs calls to other ACC/RVS staff.

*Opens, reviews, and distributes Director's mail. If appropriate, may respond to inquiries or begin collecting information for the Director to respond. Will re-direct mail to other areas, whenever possible. Collect and distribute all mail to staff mailboxes.

*Records absences from AESOP daily. Prints and files absence for each employee. Processes all travel requests, securing signatures, documenting absences and forwarding for processing. Generates bi-monthly reports of all absences. Enters Professional Development absences into AESOP.

*Maintains multiple filing systems of information received in the department, so that retrieval can be done in an efficient manner.

*Processes Facility requests for Director and Faculty, handing out copies to those affiliated with the event and keeping an annual file in the office.

*Processes all work requests for offices and classrooms and coordinates work with Facilities/Maintenance. Contacts phone company when installation or servicing required through facilities help desk/or technology help desk online.

*Prepares packets for ACC/RVS Board meetings. Collects information, types, copies, and collates materials and mails to members. Attends meetings, records, transcribes and distributes minutes.

*Assists Director with evaluation of all staff by distributing forms, typing evaluations, and scheduling conferences.

*Assists Director with annual Principals meeting held in August. Compile packets for Area schools principals. Order Refreshments.

*Coordinates the administration of NOCTI Tests to seniors enrolled in BACC, collects enrollment numbers, orders materials, composes and distributes information confirming date and procedures to teachers. Assign different user codes for each student for each of the four tests. Collects completed tests and enters results into the computer. Prints and distributes results to teachers and director.

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*Collects and verifies data required for State Plan updates. Reviews plan, distributes requests for information to staff members, and collects responses. Attends Illinois Office of Educational Services (IOES) and/or CTEC/ISCS meetings to remain up-to-date on changes related to CTEC/ISCS. As needed, composes course content information needed for updating. Contacts member school districts in region to verify vocational course sequences offered. Updates course description guides and sends to each school district.

* Provides Assistance to Coordinators for Professional Development Activities. Orders refreshments and send email correspondence to attending members.

*Updates Contact lists in Outlook for the Director and Career Services Coordinator.

*Maintains and updates the BACC website. Collects and posts specific information about current and upcoming events. Updates on a regular basis.

*Creates PowerPoint presentation/document showcasing BACC Successes for the previous year from information submitted by teachers and director.

*Secures required signatures for renewal of ACC/RVS grants. Based on specific grant criteria, determines appropriate signature and initiates request for compliance.

*Collects and computes information required for annual school improvement report. Compiles data that includes a variety of enrollment and program related information. Enters information needed to complete the report. Remains up-to-date on accreditation requirements and notifies Director of any changes.

*Maintains a supply of forms and documents. Assists staff with completion, as needed. Distributes a number of documents, on request. Examples include Emergency and Staff Cards, College Credit Forms, etc.

*Updates, copies and distributes BACC Faculty/Staff Handbook and new teacher packets annually.

*Updates and copies Student Handbooks distributed to all enrolled students annually.

*Provides general clerical assistance to Coordinators, Faculty and staff over the summer. Duties include typing, mailings, preparing flyers etc.

*Orders all office supplies, paper, certificates, etc. needed by OTE and instructors.

*Provides general clerical assistance to other office staff as needed.

*Coordinates storage and retention of BACC/RVS records. Responsible for complying with state retention requirements in disposing of records.

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

Minimum Requirements:

High school education plus additional training directly related to job requirements, equal to one year of full time study in a college, junior college or technical school in a secretarial or an office administration curriculum. Additional work experience may be substituted for education requirement.

Three years of directly related experience required to gain full proficiency in this position. Previous experience

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should include secretarial and project management responsibilities, and work with PC applications.

Strong organizational skills to manage projects and provide regular assistance to the Director.

Substantial clerical and keyboard skills and extensive skills in PC word processing and spreadsheet applications.

Well-developed verbal and written communication skills and ability to deal with the public in a professional, service oriented manner.

Experience in maintaining multiple files for efficient retrieval of complicated information.

Approvals:

Reviewed and Approved by: _____
(Manager)

Date: _____

Human Resources: _____

Date: _____