Division of Learning and Growth/Bilingual Department Secretary

Job Summary:
A twelve-month administrative support position for the Division of Learning & Growth and Bilingual Services.

Essential Job Functions:
Prepares, processes, and monitors spending on the annual grants including Title I, Title IIA, Title IVA, TBE/TPI, LIPEPs, & LIEP (under Title III).

Maintains accurate, up-to-date records involving budget expenditures and works with the Business Office to coordinate spending of the grants, PTO and building budgets.

Prepares, processes, and follows up on ordering items through the budgeted allotments for the Division of Learning & Growth.

Provides customer service to all staff by way of researching and responding to various Division of Learning & Growth and Bilingual/ESL – related inquiries within a reasonable amount of time.

Maintains the Division of Learning & Growth, Summer School, and Bilingual/ESL information on the District’s webpage by proactively communicating and collaborating with the Technology Department.

Assists the Assistant Superintendent by supporting the organization of all events associated with the Division of Learning & Growth.

Maintains, updates, and reconciles the enrollment of staff for all professional learning events with some extended duties anticipated.

Completes and maintains accurate records for Division of Learning & Growth and Bilingual/ESL audits.

Assists Assistant Superintendent, Bilingual Director and MTSS Coordinator with organization and distribution of standardized testing materials and procedures, including ACCESS 2.0 testing coordination.

Updates Parent/Student Handbook with latest policy, calendar, and other revisions for inclusion in new student registration each year.

Assists Assistant Superintendent by serving on the annual and 3-year Calendar Committees to develop, update and publish school calendars to the D102 Website and Illinois State Board of Education for ROE approval.

Provides customer service to internal and external parties including the District Office staff as needed for coverage of phones, door monitors and the raptor system.

Contacts parents of students in the Transitional Bilingual Education/Transitional Program of Instruction (TBE/TPI) programs to schedule appointments and translation services.

Works with and contacts teachers and principals to organize schedules for screening procedures.

Maintains and updates all records associated TBE/TPI programs.
Assists Bilingual Director with managing and organizing all transcription services including requests for translations, report card translations, summer school forms, etc.

Assists Bilingual Director with coordinating and organizing all necessary aspects of the D102 bilingual events including BPAC meetings and ESL Nights.

Assists Assistant Superintendent with developing strong internal controls. Assists in developing written policies and procedures and maintains working knowledge of regulations associated with professional learning and Bilingual programs.

**Qualifications:**
High School Diploma or equivalent. 3-5 years of administrative support experience preferred – School District building - level and/or TBE/TPI program assistant experience favorable.

Must enjoy working with people; have strong people skills, particularly in working with families and staff.

Knowledge of federal and state grants and professional learning requirements. Strong computer skills with experience using MS Office software.

Must be detail oriented and deadline driven with strong organizational, written and oral communication skills. Must be able to manage multiple tasks. Must be able to work independently and as part of a team. Must have excellent analytical ability to proactively work out problems and implement solutions.

Must maintain high level of professionalism, integrity, trust and confidence.

**Supervisor(s):**
Reports to the Assistant Superintendent for Learning & Growth

**Specific Duties:**
1. Customer Service: Provides customer service to all staff by way of responding to professional learning, Division of Learning & Growth, and Bilingual Department related inquires within a reasonable time period. Provides customer service to internal and external parties by proactively communicating DLG and Bilingual Department services.
2. Covers phones, door monitors and the raptor system as scheduled at the District Office.
3. Assists with the organizing of Summer School including correspondence with parents, teachers, principals, transportation, and business office.
4. Prepares, processes and follows up on the grants and materials associated with the Division of Learning & Growth/Bilingual Department. Maintains accurate records involving all budget expenditures associated with grants and materials ordered.
5. Maintains and manages accurate, current professional learning activities in the Frontline Professional Growth System as well as completes all professional development records submitted to the Regional Office of Education and/or the Illinois State Board of Education for approval.
6. Coordinates and maintains accurate information on the District 102 webpage about departments associated with Division of Learning & Growth including Summer School and Bilingual Department.
7. Assists the Division of Learning & Growth with all events it sponsors including audits, Kindergarten Round Up, Institute Days, BPACs, etc. including anticipated extended duties.
8. Coordinates standardized testing materials with the Division of Learning & Growth and building principals.
9. Works with teachers, principal and parents to schedule ESL screenings, translation materials, and transcriptions.
10. Maintains all documents and records associated with the Bilingual Department.
11. Manages Parent/Student Handbooks, Bilingual Department manuals, District Calendars.
12. Serves on annual and 3-Year Calendar Committee and the Safety Committee.
13. Assumes additional duties as assigned.