

## **ADMINISTRATIVE ASSISTANT FOR LEARNING AND TEACHING**

Supervisor: Assistant Superintendent for Learning and Teaching

Necessary Proficiencies: Microsoft Office Word, Excel, Outlook, PowerPoint, Personnel, and Financial Program, Powerschool, EMS Calendar, e-Listen Builder, Adobe Professional, Just 5Clicks, Filemaker Pro Developer, Xerox Scanner, PDF, JPG, Web Page Formatting, State of Illinois Computer Systems including - SIS, IWAS, FRI, Advanced knowledge of Filemaker Pro Developer including programming knowledge for development and maintenance of ELL student records, and other relational databases.

Responsibilities:

- Grants – Title III, TBE and TBI  
Submit federal and state grant applications. Prepare and process quarterly and end of the year expenditure reports and all amendments. Complete all necessary grant evaluations, performance reports, monitoring instruments, ACCESS testing results, and compliance reports. Process all purchases for grants. Maintain necessary records for grant audits. Correspond with parochial schools regarding eligibility. Assure that the district is meeting all state and federal regulations.
- ELL Students  
Program, design, upload and maintain all K-12 ELL student information as required by the state. Assist with staff training on usage of on-line program.
- E-Listen Survey  
Program, design, and maintain the District's E-Listen web based surveys for District wide needs. Compile final results and submit reports to appropriate department. Coordinate the evaluation process for parent/teacher conferences throughout the district. Distributing results to appropriate building principals and compiling district results for state file.
- Staff Development  
Maintain Professional Growth Opportunities intranet site, including setting up course, providing class lists, assist in class preparation, and set up. Prepare evaluation forms and salary notification to payroll. Process staff attendance and issue of certificate of completion forms to enrollee, building principal and personnel.
- Coordinate SASSED course offerings, maintaining attendance records and issuance of certificates
- Maintain the Salary Plus Bonus Program and assist in the lane change program by maintaining accurate records and by issuing certificates when required, and submitting salary notifications to payroll.
- Coordinate the registration process for the Differentiation Training and assist in preparation of materials, room set up, and maintain attendance records for credit
- Prepare application process for Building Specialist maintaining the database and compile list of approval and denials, distribution of list, notifying payroll of any salary changes
- Prepare new teacher manual and provide assistance in new teacher orientation, mentor and frameworks training

- Prepare and distribute Best Practice Manual
- Maintain the Learning & Teaching Calendar within the department and on the District EMS calendar. Providing assistance and support for building specialist, grade level, core, assessment and L & T meetings.
- Maintain budget for literacy, gifted, bilingual, vocal music, instrumental music and process purchase orders
- Support and provide assistance in preparation of materials needed for the following K-12 program and Curriculum areas: Music, ELL, Social Studies, Art, Foreign Language, Gifted, , Instructional Support, Guidance, Literacy
- Assist instrumental music summer school director, maintain budget and student information
- Coordinate placement of summer help and provide supervision
- Distribute and ordering of Gates test and Soar guides
- Maintain CPDU credit files, prepare, distribute, and maintain evaluation forms and attendance records
- Coordinate and maintain staff registration, building data and assist in preparation of documents and materials needed for institute and in-service days
- Process early entrance and double promotion documents maintain request data
- Order and distribute publications (Teacher Today), process district subscription for ASCD and Phi Delta Kappa
- Schedule Board Office display case with art teachers for each school
- Schedule special programs
- Process staff development/conference travel requests
- Assist with mail distribution.
- Assist other curriculum administrative assistant and complete other tasks assigned by supervisor

REVISED 01/16

12 Month Position  
\$35,000/year