



Elmhurst CUSD 205

School Administrative Assistant - Student Services

Department: Student Services

Supervisor: Assistant Principal for Special Education and Student Services

FLSA Status: Non-exempt

Position Type: PSRP

Category: B

Summary

Provide administrative and clerical support for the Student Services Department as requested by the Assistant Principals for Student Services and faculty.

Essential Duties and Responsibilities

- Serve as the primary receptionist for the York Student Services Department.
- Assist the Registrar with entering student academic and activity information.
- Assist with maintaining and providing confidential YSET records, spreadsheets, and other documentation to staff to ensure accuracy of YSET information.
- Assist in the coordination of 504 meetings.
- Assist with residency information and documentation.
- Generate and maintain student records relative to on/off-campus privileges and collect and maintain records of all parent permission forms.
- Train and supervise student workers and maintain records of their attendance to assist the Assistant Principal in reporting performance and grades.
- Generate work permits and process all required documentation.
- Generate and replace student IDs.
- Assist with daily attendance messages and record attendance accordingly.
- Enter information into PowerSchool for students leaving for appointments.
- Create passes for students leaving for appointments.
- Address students coming into the attendance office.
- Resolve issues added to the Attendance Correction Form.
- Enter field trip attendance.
- Run the weekly MBH report.
- Enter substitute attendance.
- Serve as backup when other administrative assistants are absent.
- Other duties may be assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities. (Supervision refers to other employees, not students.)



Competencies

This role requires an individual who consistently measures their work against high standards of excellence and adapts effectively to changing priorities. They synthesize diverse information, using data, experience, and sound judgment to guide decisions, while identifying and resolving problems in a timely and thoughtful manner. Clear communication is essential, both orally and in writing, with attention to accuracy, organization, grammar, and appropriate formatting. The individual demonstrates dependability through consistent attendance, punctuality, meeting deadlines, and taking responsibility for their actions, while managing time and workload efficiently to produce high-quality work in a timely manner. They approach challenges with initiative and creativity, seek feedback, and engage in continuous learning to maintain strong job knowledge and effective use of required technology. Collaboration is central to their work, as they support team goals, and foster a positive and respectful environment that values diversity and cultural sensitivity. They address conflict calmly and objectively, act with integrity, adhere to policies, support organizational goals, and follow safety and security procedures. Professionalism is reflected in their appearance, conduct, and ethical decision-making, as well as in their ability to think strategically within the broader organizational context and adjust their approach as needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made.

Education and/or Experience

Bachelor's degree from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence and present information effectively.

Mathematical Skills

Ability to work with concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions and deal with multiple variables.

Computer Skills

Knowledge of Microsoft Excel, Skyward Accounting and Payroll Systems, Google Workspace, Contact management tools, Student Information Systems, IEP Management Systems (e.g., iePoint), and Microsoft Word.



Certificates, Licenses, Registrations

None required.

Physical Demands

Regularly required to sit and talk or hear; occasionally required to walk and climb or balance. Must frequently lift/move up to 10 pounds. Specific vision abilities include close vision.

Work Environment

The work environment is usually moderate in noise level. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.