

● ● ● **A.E.R.O. SPECIAL EDUCATION COOPERATIVE** ● ● ●

5400 W. 77th Street ● Burbank, IL 60459

(708) 496-3330

JOB DESCRIPTION: Administrative Assistant to Program Administrator(s)

We are seeking a detail-oriented and organized individual to join our team as a Secretary, providing essential administrative support to our Program Administrator(s), Case Manager, and program(s). In this role, you will play a pivotal part in managing the administrator's schedule/calendars, ensuring seamless coordination of appointments, IEP meetings, and commitments. Your responsibilities will extend to performing various clerical tasks as needed, showcasing your proficiency in typing, filing, and recording duties. Additionally, you will be responsible for managing correspondence of IEP invites, consents, and sending out drafts to ensure accurate and timely distribution of school communications.

QUALIFICATIONS:

- High School Diploma or equivalent (GED); additional qualification in office administration or a related field is preferred
- Proficient in various computer applications (Microsoft, Google) and other relevant software applications, and in the use of other office equipment.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.

REPORTS TO:

- Program Administrator(s)

The essential functions of this position include, but are not limited to, the responsibilities and functions specified herein.

GENERAL RESPONSIBILITIES:

1. Actively support and align with all A.E.R.O. Governing Board goals, objectives, and policies, as well as adhere to The School Code of Illinois, and other federal and state laws.

2. Maintain strict confidentiality concerning all matters related to students and personnel, ensuring the privacy and security of sensitive information.
3. Assume responsibility for continuous professional growth.
4. Collaborate with staff, supervisors, and administrators to foster a positive and productive work environment, contributing to the overall success of the organization.
5. Demonstrate effective organizational skills, time management, and flexibility to efficiently handle job responsibilities and adapt to dynamic work situations.
6. Perform general clerical duties, including typing, filing, and answering phones, tailored to specific job responsibilities with precision and attention to detail.
7. Interact cordially with personnel, students/families, and visitors, demonstrating a clear understanding of their needs and concerns.
8. Exhibit initiative in independently starting and completing assigned tasks, showcasing a proactive approach to job responsibilities.
9. Assume additional duties as assigned, particularly related to Administrative Support, Clerical Tasks, Correspondence Management, Meeting Support, and Document Management.
10. Attend work consistently in accordance with established sick/vacation leave policies, ensuring reliability and accountability in meeting job obligations.

SPECIFIC RESPONSIBILITIES:

1. Maintain the Program Administrator(s) and Case Manager's schedules and handle all incoming calls, faxes, and other messages in a professional and timely manner.
2. Perform typing, filing, and recording duties as needed or requested.
3. Type and distribute school correspondence related to IEP invites, consents, and sending out draft IEPs, as well as new student packets.
4. Greet student observers, parents, staff, and vendors arriving for Programs & Services, providing a welcoming environment.
5. Prepare staff sign-in sheets for various meetings, and send information records requests from Social Security, DHS, Districts, Doctors, Parents, etc.
6. Assist in the organization of school functions, collaborating with the Program Administrator(s) on room set-ups, technology needs, reservations, and other logistical details.
7. Maintain the Program Administrator(s)'s inbox, managing timesheets, purchase orders, and paperwork efficiently.

8. Compile student and staff absences and coordinate with program administrator(s), complete sub calling, as well as supporting reception desk coverage when needed.