



JOB DESCRIPTION Student Services Secretary

GENERAL INFORMATION

Title: Secretary	Union Status: ESPA
Department: Student Services	Work Year: 260 days
Location: Educational Service Center	Reports To: Assistant Superintendent for Student Services
ISBE Classification/Code: XXX/EIS Code	Evaluation: Annually by the Assistant Superintendent for Student Services
FLSA Status: Non-Exempt	Supervisory Responsibilities: None

GENERAL RESPONSIBILITIES: Provide secretarial support to the Department of Student Services administrators, certified and classified staff to include inventory management, purchasing, management of community-based student activities, data entry, instructional materials and licenses management, support the processing of records requests, responding to email and phone calls, filing department documents, maintaining and reporting data for IEP and 504 records.

ESSENTIAL FUNCTIONS:

Purchasing and Inventory Management

- Process inventory purchase requests
- Maintain inventory or assessment protocols
- Support Student Services Administrators in annual instructional material purchases
- Assist Student Services Administrators in organizing, storing and distribution of supplies and materials throughout the school year
- Maintain and manage annual purchase and distribution of licenses for instructional resources

Invoice Management

- Maintain documentation of credit card invoices
- Reconcile credit card statements
- Collaborate with Business and Auxiliary Services for accounts payable

Community-Based Trips (CBTs)

- Process CBT requests for low-incidence special education programs
- Maintain and manage data-base of financials for CBTs
- Distribute and collect funds before and after each CBT
- Collaborate with school secretaries and transportation to facilitate CBTs

Student Records Management

- Support Records Custodian in copying student records
- File student records
- Electronic filing in Yellow Folder
- Provide student records to district and transfer schools

Data Entry

- Maintain student approval records in ISBE
- Data management in local systems (Embrace, Infinite Campus)
- Support Student Services Coordinators with data management on IEP documentation
- Support Assistant Principals with data management on 504 documentation



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Security

- Security administrator for Special Education Staff in Embrace

Reporting

- Responsible for reporting IEP data to the State
- Create data reports from multiple systems for Administration
- Data tracking and reporting through google sheets

Physical Restraint and Time Out reporting

- Data tracking and reporting through google sheets and forms
- Enter data into state reporting system
- Run reports for data integrity

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Operating standard office equipment and using pertinent software applications; preparing and maintaining accurate records; provide customer service; effective oral and written communication skills; ability to comprehend and follow written and verbal instructions; data entry to support the operations of all job functions; ability to manage cash flow and reconcile cash accounting; flexibility; ability to work independently and take initiative to support the effective operations of the Student Services Department.

EDUCATION, CREDENTIALING and/or EXPERIENCE:

- High School Diploma minimally required.
- Associate's or Bachelor's Degree preferred.
- Two years experience working in an office environment or related field.

Physical Requirements:

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard.

Work Environment:

In the work environment, the employee is regularly exposed to video display and regularly works in office environmental conditions. The employee is occasionally exposed to outdoor weather conditions and occasionally works with the use of a personal vehicle. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised:



September 2023

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The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.