

# Community Consolidated School District 21 Job Description

## STUDENT SERVICES SECRETARY

**Supervisor:** Deputy Superintendent  
**Employee Group:** Administrative Support Staff  
**Education:** Bachelor's Degree Preferred  
**Experience:** Secretarial Experience in a School Setting Preferred  
**Work Year:** 12 Month Position

### Purpose

Provide administrative support to the student services department in the role of processing IEP paperwork and state reporting.

### Essential Functions

- Advanced office management skills: organize information, prioritize tasks, problem solve issues, meet deadlines
- Strong listening, speaking, reading and writing skills when using a variety of forms of communication, including but not limited to: telephone, e-mail, text chat, and video chat
- Extensive knowledge of and skills with Google and office productivity applications such as word processing and spreadsheet applications as well as websites and web services
- Efficient use of time to prioritize tasks and meet deadlines
- Ability to handle multiple tasks simultaneously

### Job Requirements

- Ensuring compliance with all state and federal regulations regarding IEPs
- Maintain accurate and up-to-date student records at the district level
- Maintains records and completes state claims in the state reporting system (iSTAR)
- Maintains the district student information system, Powerschool, as it relates to student with an IEP or 504
- Works with district registrar in student records requests
- Assists with extended school year for special education
- Complete attendance records for students in placements outside of the district
- Experience with Embrace IEP preferred, by not required

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality
- Communicating tactfully and courteously with diverse groups
- Effectively presenting information in one-to-one and group situations
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties
- Making sound decisions on the basis of available information
- Maintaining accuracy of work products
- Demonstrating fiscal responsibility
- Adapting to changing work priorities
- Working collaboratively as part of a team
- Demonstrating behavior which promotes positive relationships

- Respecting opinions of others
- Demonstrating the ability to manage conflicts
- Applying common sense understanding to carry out instructions
- Maintaining professional integrity
- Completing tasks using fine finger dexterity.
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

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

*Revised September, 2024*