



GLENBROOK HIGH SCHOOL DISTRICT 225
3801 W LAKE AVENUE
GLENVIEW, IL 60026

Administrative Assistant - Special Education Job Description

Department:	Special Education
Location:	GBN
FLSA Status:	Non-Exempt
Retirement System:	IMRF
Term:	203 Work Calendar
Group Classification:	GESEA - Clerical
Wage Classification:	Category III
Supervisor:	Instructional Supervisor for Special Education

Position Summary

The administrative assistant provides clerical and organizational support to the instructional supervisor and provides ongoing assistance to the teachers and students. The administrative assistant coordinates office support services. This individual is familiar with school policy and procedures, legal special education requirements, as well as departmental goals and performs duties in a fast-paced environment with numerous interruptions. The assistant will maintain and encourage a positive atmosphere that supports a cooperative and efficient work environment while keeping the needs of the students a priority.

Education and/or Experience and Qualifications

1. Associate's degree and/or two years' of administrative assistant experience
2. Experience in an education environment and/or business preferred
3. Desire for continued professional development is essential

Essential Functions

1. Provide administrative support to the instructional supervisor, teachers, and students.
2. Maintain all records and files for the department.
3. Coordinate and implement office services such as purchasing, records, obtaining supplies, and organizing materials for efficient access.
4. Maintain and assist with the department budget, along with processing and

- follow-up for all department invoices and credit card purchases.
5. Maintain various databases, including data entry into event reservation, Human Resources, budget, and student management systems.
 6. Assist in ensuring that daily attendance is reported accurately in the corresponding absence management systems.
 7. Use substitute management software to secure and manage substitute teachers, distribute lesson plans/materials, and verify assignments.
 8. Coordinate and process travel arrangements for professional development as needed.
 9. Assist with special events planning as needed.
 10. Participate in appropriate professional development activities.
 11. Assist in the smooth daily operations of the department.
 12. Perform additional duties as assigned by the instructional supervisor.

Department Specific Job Functions:

1. Maintain all special education program student records and legal forms in compliance with state and federal guidelines and district policies.
2. Serve as department receptionist.
3. Coordinate the distribution of all special education student records to parents and the District Office.
4. Maintain accurate and complete IEP caseload files, track deadlines for IEPs and reevaluations, and notify staff in advance of deadlines.
5. Review portions of IEPs for compliance requirements.
6. Schedule planning meetings and IEP meetings. Generate, copy, and disseminate notices for those meetings.
7. Assist in maintaining and updating the student database and serve as support for the student IEP system.
8. Coordinate incoming freshman IEP articulation meetings and manage all related IEP legal paperwork.
9. Assist with the coordination of transportation for Special Education students.
10. Maintain an accurate list of all students receiving counseling services and involved in case study evaluations.
11. Assist with special education program mailings.
12. Provide troubleshooting support to department staff for the Special Education Data Management System.

District, School, and Department Culture

1. Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
2. Recognizes and respects divergent opinions and respects the role of others.
3. Communicates and promotes high expectations for all work performed.

4. Carries out all responsibilities and functions in a professional and ethical manner.

Skills Required

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess highly developed interpersonal, organizational, and problem-solving skills to make sound and proactive decisions with little or no direction.
2. Ability to prioritize daily workload and model flexible, logical, and reflective behavior.
3. Ability to be sensitive and confidential in the management of parents, students, and teachers' needs and issues, displaying diplomacy and tact in all interactions
4. Ability to speak to the public in person, over the phone, and in writing with integrity and clear direction.
5. Ability to process routine reports and write correspondence.
6. Possess working knowledge in word processing, spreadsheets, database entry, and Google applications.
7. Ability to read and interpret documents such as procedure manuals, operating instructions, school codes and procedures, and data-based reports.
8. Ability to troubleshoot office equipment and minor computer issues.
9. Possess experience with student information systems.

Physical Demands

The physical demands described here 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.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
- The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.
- The employee may occasionally lift and move up to 30 pounds, such as file boxes.

Work Environment

The work environment may vary in noise level and be fast-paced with frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Retirement System

This position has been determined as an IMRF-qualified position. Participation in IMRF is not optional for employees in positions that meet IMRF qualification standards.

Member and employer contributions are a legal requirement for governmental units participating in IMRF. These contributions are calculated as a percentage of monthly wages. Member contributions are a condition of employment for covered employees and will be deducted when wages are paid.

For more information on IMRF membership and benefits, go to:

<https://www.imrf.org/new-member>

Revised: 5/17/2017 - Job Description Committee

Revised: 9/12/2024 - Job Description Committee