DeKalb Community Unit School District 428

Job Description

Position Title:	Office Professional Level 3 - Student Services-SpEd Records
Department:	Education Center Office Professional
Supervisor:	Director of Student and Family Services
Calendar:	FDOSP 12 Month Calendar - 260 Days 8 hrs/day; 2080 hrs/year
FLSA Status:	Non-Exempt; Hourly
Affiliation:	FDOSP
Date:	July 1, 2025

Objective

The Office Professional performs routine and advanced secretarial work requiring significant initiative, independent judgment, and strict confidentiality. Operating with a high degree of autonomy based on established knowledge and experience, this position manages the requesting, sending, and tracking of Special Education student records among appropriate internal and external stakeholders. This role ensures compliant, secure record delivery to authorized personnel while delivering accurate, timely reporting to support cross-functional team collaboration and student services.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Interacts with colleagues, visitors, parents, students and all individuals in a professional manner that supports an environment of respect and collaboration.
5. Performs typical clerical duties:
    a. Maintain student information within the district database system.
    b. Communicate effectively and professionally with diverse stakeholders regarding student registration and enrollment.
6. Request from or send student special education records and/or 504 plans to other school districts or 3rd party service providers requesting records.
7. Enter/maintain/verify student special education information into I-Star through ISBE and Embrace tracking systems.
8. Maintain/enter/upload 504 data into district student database system utilizing Embrace tracking system, notify Building Administrator/Case worker of the new student with a 504 plan.
9. Enter purchase orders, track and distribute orders received for outplaced students, complete/forward paperwork to accounts payable.
10. Enter/upload student outplacement attendance reporting.
11. Enter student information for claims reimbursement and maintain personnel information into the I-Star database.
12. Report restrain timeout forms to the State through ISBE system.

13. Collaborate with the district registrar, school office professionals and Special Education coordinators to assist in school placement based on student needs.
14. Conduct quality audit for student enrollment information to identify errors, perform necessary corrections and ensure accuracy of data entry as it relates to special education students.
15. Provides backup and assists other Education Center office professionals as may be required for the purpose of supporting an efficient office environment
    a. Cover front desk office professional during lunch breaks and/or absences per schedule shared with other education center office professionals.
    b. Back up/Assist other student services office professional with similar duties, as needed.

Qualifications, Education and Experience

1. High School diploma or equivalent required.
2. Previous office or administrative experience preferred
3. Proficient in current office technology, including word processing, spreadsheets, electronic calendars, and student database systems
4. Proven ability to exercise sound judgment, make appropriate decisions, and interact collaboratively with a wide variety of stakeholders.
5. Demonstrated ability to work independently, manage time effectively to meet deadlines, and apply critical thinking and analysis to reach operational objectives.
6. Proven aptitude for multitasking efficiently and adapting seamlessly to evolving operational priorities.

Knowledge, Skills and Abilities

1. Highly organized with keen attention to detail and the ability to manage complex data classification systems.
2. Excellent written, verbal, and interpersonal communication skills, with a proven ability to represent the district positively across diverse audiences.
3. Calm demeanor and effectiveness when working under pressure or managing peak administrative cycles.
4. Absolute discretion and integrity in maintaining the confidentiality of all spoken, written, and electronic student and family records.

Supervisory Responsibility

None

Position IMRF Eligible

Yes

Work Environment

This job operates in a professional office environment. This role routinely requires the use of standard office equipment such as computers, scanners, copy machines and telephones.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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.

The physical activity of this position. ***(Please check all blocks that apply)***	
A.	☐ Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
B.	☑ Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
C.	☐ Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
D.	☐ Kneeling. Bending legs at knee to come to a rest on knee or knees.
E.	☐ Crouching. Bending the body downward and forward by bending leg and spine.
F.	☐ Crawling. Moving about on hands and knees or hands and feet.
G.	☑ Reaching. Extending hand(s) and arm(s) in any direction.
H.	☑ Standing. Particularly for sustained periods of time.
I.	☑ Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

J.	☑ Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
K.	☑ Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
L.	☑ Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
M.	☑ Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
N.	☑ Grasping. Applying pressure to an object with the fingers and palm.
O.	☑ Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
P.	☑ Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
Q.	☑ Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
R.	☐ Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
The physical requirements of this position. ***(Please check only one block)***	
A.	☑ Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
B.	☑ Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
C.	☐ Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
D.	☐ Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

E.	☐ Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
The visual acuity requirements including color, depth perception, and field vision. *(Please check only one block)*	
A.	☑ The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
B.	☐ The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
C.	☐ The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
D.	☐ The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
The conditions the worker will be subject to in this position. *(Please check all blocks that apply)*	
A.	☐ The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
B.	☐ The worker is subject to outside environmental conditions. No effective protection from the weather.
C.	☐ The worker is subject to both environmental conditions. Activities occur inside and outside.
D.	☐ The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
E.	☐ The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
F.	☐ The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
G.	☐ The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.

H.	☐ The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
I.	☐ The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
J.	☐ The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
K.	☐ The worker is required to function in narrow aisles or passageways.
L.	☑ None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures
This job description has been approved by all levels of management:

Supervisor Name: _____

Signature: _____ Date: _____

HR Representative: _____

Signature: _____ Date: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: _____