



## ADMINISTRATIVE ASSISTANT IV (STUDENT SERVICES)

### QUALIFICATIONS:

- Technical or specialized skills of a more advanced nature are required, normally equivalent to the completion of a formal two year program at a college, junior college, or secretarial school in a business, office administration or education curriculum; extensive related work experience can be substituted for formal education requirement
- 1-2 additional years of related office or education based experience required
- Demonstrated ability to work independently to meet goals and deadlines and highly developed organizational skills for managing multiple projects, priorities and requests
- Proven success in directing the activities of others, either directly or indirectly
- Strong verbal and written communication skills
- Advanced knowledge of Google Suite; high level of proficiency and accuracy in typing and data entry skills
- Demonstrated success working in a customer-oriented environment

### REPORTS TO:

- Director of Student Services

### JOB SUMMARY:

- Under general supervision, this position coordinates the office functions for the Student Services department.
- Performs a wide range of duties for staff, and serves as a resource for students, parents and agencies throughout the district; responsible for coordinating a number of programs and completing documentation required for state reporting and reimbursement, completing and submitting state and federal reimbursement claims
- FLSA Status: Non-exempt

### PERFORMANCE RESPONSIBILITIES:

1. Coordinates and supervises home/hospital and alternative education services within District 87 public and parochial schools and hospitals servicing district students; assigns teachers; communicates with schools, hospitals, and agencies
2. Compiles required documentation, verifies teacher time sheets and homebound student attendance reports; prepares paperwork and calculations for federal and state reports
3. Coordinates and supervises McKinney-Vento Services for families within District 87 schools; organizes and supports all student needs with MKV Specialist
4. Coordinates and organizes all specialized transportation for all District 87 schools, this includes IEP and 504 students, Alt-Ed/SAVE at RAS, non-public private facility students, McKinney Vento families, Youth in Care, homebound/EP students and medical as needed; sole contact with the bus company
5. Establishes and maintains confidential special education active and inactive files; responsible for disseminating all special education information requested within and out of district and from outside agencies; exercises judgment in disclosure of highly confidential special education records, responsible for implementing state procedures for legal notification and destruction of outdated records
6. Communicates with community, school personnel, administrative staff, and outside agency representatives on a variety of topics; interprets special education procedures and policies and responds to inquiries regarding services; verifies information received and initiates correspondence when necessary; receives and processes mail when appropriate
7. Provides information/support services on an ongoing basis to school psychologists and social workers and on an intermittent basis to speech therapists, nurses and OT, PT, HILIA staff; transcribes, modifies, copies and distributes reports; researches and retrieves information as requested
8. Monitors special education program enrollments/terminations; maintains and updates log regarding referral information; communicates with outside agencies and districts to obtain accurate information; prepares and distributes monthly attendance reports; processes DORS and HILIA reimbursements; calculates program costs and initiates charges back to appropriate district for non-District 87 students; calculates costs and sends bills to home districts for expenses associated with individual assistants
9. Gathers information and assists the Director with preparation of state reports, including those dealing with pupil and personnel approval and reimbursement; collects data for annual child count report; submits reports electronically through the ISBE I-Star program; sole contact person for FACTS, IDEA, Child Count, Indicator 14, student eligibility verification and personal appraisal
10. Monitors, as required, preparation of monthly reports and reimbursements
11. Verifies calculations, types and proofreads special education grants and amendments



12. Coordinates meetings including equipment and set up; assists Director with communication and materials
13. Performs miscellaneous duties including word processing, appointment scheduling, and others, as needed for the operation for the special education office
14. Receives applications for paraprofessional candidates; reviews them with the Director and schedules interviews

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.