



SCHOOL DISTRICT U-46
JOB DESCRIPTION
SECRETARY OF THE ELL PROGRAM

JOB DESCRIPTION REVISION DATE: July 2015

DEPARTMENT / SCHOOL: English Language Learners Program

REPORTS TO: ELL Director and ELL Coordinators

SUPERVISES: N/A

POSITION GOAL:

The primary goal of this position is to assist with the operation of the ELL Department according to the expectations of School District U-46 under Federal and State regulations

ESSENTIAL FUNCTIONS:

1. Ability to communicate with complete fluency in both English and Spanish (Written and Oral communication skills)
2. Ability to translate documents in both English and Spanish
3. Full knowledge and use of the following programs: Microsoft Word, Excel, PowerPoint and Publisher, including Student Information System and familiarity with EdAdvantage.
4. Answering phones, taking messages, develop and type documents as requested, make copies, etc.
5. Provide information, and accurately answer questions related to the ELL Program to all stakeholders.
6. Prepare queries and reports as requested.
7. Provide support to the Family Welcome Center; as needed.
8. Coordinate and review ELL Student counts on a weekly basis, by obtaining the ELL Student count from the HSL of each ELL school; making sure that the ELL Student counts and data are accurate and concurrent with the information in the Student Information System as established by the district.
9. Ensure data accuracy within the Student Information System of all students participating in the ELL program and/or identified as LEP based on ISBE definition.
10. Support professional development to all ELL Home School Liaisons as needed.
11. Monitor Exited ELL Students - Prepare query, reports and documents as well as procedures related to successfully exited students.
12. Support the ELL Department with assessment requirements as established by ISBE and the District.
13. Support the ELL Department with data, procedures and documentation related to the identification, assessment and placement of ELL student as well as other student populations served by the ELL Department.
14. Assist in the preparation of materials/resources related to ELL professional development activities.
15. Other duties as assigned related to the ELL Department goals.

KNOWLEDGE AND CRITICAL SKILLS:

1. Ability to prioritize and multi-tasks
2. Demonstrate organizational skills



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DUSA QUALIFICATIONS REQUIRED*:

SECRETARIAL CLASSIFICATION CRITERIA

*(*As defined in the 2015-2017 Agreement between District U-46 Secretarial Association and the Board of Education)*

Classification A (*Proficiently demonstrates all criteria listed*)

- Ability to communicate and interact with staff and co-workers in a professional manner
- Demonstrates positive customer service skills
- Demonstrates confidentiality
- Ability to work independently
- Ability to prioritize tasks
- Demonstrates organizational skills
- Keeps accurate filing
- Maintain appropriate inventories and online file management
- Able to use office machines (ex. laminator, fax, intercom, phone, copier)
- Accurate typing/keyboarding
- Working knowledge of computer programs
- Willingness and ability to learn

Classification B (*Proficiently demonstrates all criteria listed, including classification A*)

- Perform reception duties
- Perform student attendance duties
- Utilize excellent written and verbal communication skills (parents, staff and students)
- Responsible for tracking and balancing building/department expenditures (if applicable)
- Working knowledge of computer program Word and Excel
- Willingness to learn and become proficient in advanced applications and specialized computer programs (Mail Merge, Student Information Systems, Business Portal, etc.)

Classification C (*Proficiently demonstrates all criteria listed, including classifications A and B*)

- Demonstrates appropriate decision making in support of or in absence of director or supervising administrator
- Knowledge and ability to perform necessary tasks to ensure the smooth operation of the district level department/building
- Proficient in specialized computer programs and applications
- Responsible for creating and initiating written and verbal communication (community and district officials/representatives)
- Responsible for maintaining director or supervising administrator calendar/schedule (if applicable)
- Responsible for office management, environment, staff, finances (banking and financial software)
- Ultimately responsible for coordination, organization, facilitation of district level department/building

EXPERIENCE AND EDUCATION:

1. High school diploma required or equivalent.
2. Minimum two years of secretarial experience.
3. Knowledge of Word and Excel.



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4. Previous TBE/TPI experience is preferred.

Comments:

ENVIRONMENTAL CONDITIONS:

1. Indoors in a professional business atmosphere.
2. May be required to travel to schools to audit records, travel for one-on-one training, and in-service training.
3. Fast pace with frequent interruptions.

PHYSICAL DEMANDS:

1. Ability to work in a very fast paced and stressful environment.
2. Ability to work on a computer over major portion of the work day.
3. Requires prolonged sitting or standing.
4. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
5. Able to lift and move records up to 40 pounds to different building locations.
6. Ability to multi-task.
7. Public contact requiring appropriate business-like apparel.
8. Occasional stooping, bending, and reaching.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

12 month, (Classification C)

This is a collective bargaining position

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of DUSA employees.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____