



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

FAX (847)-675-7675

Administrative Assistant to the Director of Special Services

Primary Function

Provide administrative assistant support to the Special Services Department including English Language Learners and the TOPS (Teaching our Preschoolers) program.

Organizational Relationships

Reports to the Director of Special Services.

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle staff and student information with confidentiality.

Performance Responsibilities

1. Answer phones, direct calls and assist as needed with courtesy and professionalism
2. Maintain filing systems for Special Services and TOPS and respond to request for special education, EL, and preschool records from other districts
3. Storage of Special Education, EL, and preschool records
4. Input and maintain student information in databases (e.g. Infinite Campus, BDS, and IWAS).
5. Coordinate the collection and submission to NTDSE of all registration & residency paperwork, as well as Tuition Authorization signature forms, for students attending Molloy and other outplacements, both over each summer as well as throughout the school year as new students transfer in.
6. Collect and input monthly attendance numbers from NTDSE for outplaced students. Submit final spreadsheet each June to the business office for state aid reporting purposes.
7. Support staff in purchasing of supplies and equipment. Obtain administrator approval on receipts and then submit to accounts payable.
8. Compile and enter data for various state or federal reports as needed under the guidance of the Director of Special Services.

9. Support test coordination for ACCESS, PARCC, and DLM
10. Provide documentation and data entry to support compliance with local, state, and federal regulations
11. Register students for the TOPS program and enroll them in the Student Information System (Infinite Campus)
12. Support home-school communication through letters, emails, phone calls, etc.
13. Provide general administrative support to the Director of Special Services and the Madison Administrator assigned to TOPS program
14. Generate GCN accounts for new hires and track completion of mandated trainings
15. Support District Office front desk as needed.
16. Assist with setup and cleanup for District events as needed
17. Perform other related duties as assigned by the Director of Special Services and Superintendent.

Terms of Employment

12-month position (260 work days). Salary and work year established by the Board of Education and PSRP Agreement.

Performance Evaluation

Performance will be evaluated in accordance with the PSRP Agreement.