

aPosition: Special Education Administrative Assistant

Job Summary: The Special Education Administrative Assistant provides essential administrative and organizational support to the Special Education Coordinator, ensuring the smooth operation of the department. This position plays a critical role in maintaining accurate records, facilitating communication between staff, parents, and external agencies, and supporting compliance with state and federal special education regulations. The candidate is detail-oriented, proactive, and committed to enhancing the educational experience of students with special needs.

Qualifications/Minimum Requirements:

1. High school diploma or equivalent; associate's degree or higher preferred.
2. Minimum of 2 years of administrative experience, preferably in an educational or special education setting.
3. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
4. Familiarity with special education terminology, processes, and regulations (IDEA, Section 504) is a plus.
5. Strong organizational and multitasking skills with attention to detail.
6. Excellent communication skills, both verbal and written.
7. Ability to maintain confidentiality and handle sensitive information appropriately.
8. Experience with student information systems or IEP management software (e.g., EmbraceEval, Frontline) preferred.

Reports to: Special Education Coordinator(s)

Responsibilities:

- Provide administrative support to the Special Education Coordinator, including scheduling meetings, managing calendars, and preparing correspondence.
- Maintain and organize special education records, ensuring compliance with federal, state, and district requirements.
- Coordinate with BASSC to ensure required tracking, reporting, and filing.
- Assist with preparing, distributing, and follow-up of Individualized Education Plans (IEPs) and other related documents.
- Act as a liaison between the Special Education Department and parents, teachers, and external agencies.
- Coordinate and manage communications, including phone calls, emails, and inquiries, ensuring timely responses.
- Support the planning and organization of special education meetings, workshops, and professional development sessions.
- Process purchase orders, requisitions, and other department-related documentation.
- Assist in monitoring department budgets and maintaining accurate financial records.
- Provide general office support, including data entry, filing, and supply management.

- Perform other duties as assigned by the Special Education Coordinator to support the needs of the department.

Day-to-Day Duties:

- IEP paperwork - current and new - send copies of reg cards
- Schedule IEP days for each building for the year- send monthly schedule
- Schedule IEP meetings for each school, manage coordinators calendars
- Track/maintain sped referrals
- Special Education transportation requests, first contact for parents
- F Calendar attendance - students who turn 15, out of district, foster
- Time out/Restraint paperwork
- RSA's
- Home Language Survey - (all marked yes)
- Immigrant Survey - (all marked yes)
- IDEA grant -submit expenditure reports, manage budget, work with w/coordinator
- All Ordering for related services and all special ed staff
- Reconciliation of department credit card
- BASSC All Personnel Approval Report - quarterly
- Receptionist - distribute inner school mail and USPS mail
- Timely and meaningful consultation meetings- schedule and work with private schools for students who need services and contracted staff
- Track Time and effort certification for social workers
- Travel within and beyond the district, including to BASSC.

Benefits:

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Retirement plan options through the Illinois Municipal Retirement Fund (IMRF).
- Paid time off, including vacation, sick leave, and personal days.
- Professional development opportunities to support career growth.