

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Student Services Administrator**
Salary Range: **\$78,000-\$85,000**
Prepared/Revised Date: **March 2026**

Reports To: **Assistant Superintendent**
FLSA Status: **Exempt**
Work Year: **225 days**

SUMMARY: Oversee student services programming, special education programming, Section 504 plan coordination and intervention programming at assigned location, including creation and monitoring of individual educational supports and documents. Provide a safe and appropriate learning environment for students, staff, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Coordinate all MTSS, Section 504 and IEPs, including Educational Supports and Interventions; LEA Representative responsibilities for Special Education Meetings.
2. Development of caseloads, schedules, and placement of students
3. Communicate with administrators, district personnel, and families to ensure all stakeholders understand the process of referral, evaluation, and implementation of services
4. Fidelity check and oversight on implementation of student services plans and ensure services and plans are in compliance with Federal, State, and local regulations, developmentally appropriate, and aligned to Common Core State Standards
5. Formulate and develop departmental policies and procedures to comply with federal, state, and local regulations
6. Ensure all requirements of the Individuals with Disabilities Education Act are met, including scheduling, notification, dissemination of information and documents, and tracking the plans for compliance
7. Assist in the evaluation of licensed staff
8. Completes trainings and technical assistance for staff
9. Actively participate in professional organizations, committees, etc.
10. Perform other duties as assigned, including responding to emergency situations

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of a Bachelor's Degree in education; Masters in Education Leadership or related field preferred
- Minimum of three years experience in a special education environment

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Illinois Professional Educator License; Administrative Endorsement preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills

- Advanced time management, organizational, multi-tasking skills
- Advanced knowledge of instructional strategies for students with medical needs, autism, developmental delay, specific learning disabilities, behavior disorders, and other health impairment.
- Advanced knowledge of the process, creation and requirements of Individual Education Plans and Section 504 plans
- Treats others with respect, works with integrity and ethics, and demonstrates teamwork skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Supervisor regarding any urgent conditions

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	Position Title
	Assistant Superintendent

Direct Reports:	Position Title	# of Employees
	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 51 pounds. The employee may be required to respond to a child in crisis and employ approved restraint techniques. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.