



***Mid-Valley Special Education Cooperative***

Dr. Marianne Fidishin, Executive Director  
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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: December 6, 2017

RE: Revised Administrative Assistant Job Descriptions

The Executive Director recommends approval of the revised Administrative Assistant Job Descriptions.

Original job descriptions for Mid-Valley Special Education Cooperative Administrative Assistants, both 10- and 12-month, appear to vary greatly from actual day-to-day activities and included overlap of responsibilities. As a result, the Leadership Team developed a collaborative process to identify segregation of duties. Further, information was shared with all administrative assistants to lend further clarification and ensure the full scope of duties were captured.

The attached revised job descriptions is an effort to ensure a thorough understanding of each administrative assistant's role and their particular contribution to the overall functioning of the cooperative. Current job descriptions are attached for comparison with proposed as well as changes and modifications italicized on the current descriptions.

## *Mid-Valley Special Education Cooperative*

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Title: Administrative Assistant for the Executive Director

Location: Mid-Valley Special Education Cooperative

Reports to: MVSEC Executive Director

Minimum Qualifications: High school diploma  
Computer/general office skills  
Organizational skills  
Detail oriented  
Office experience  
Data entry  
Good interpersonal skills  
Some college or additional training preferred

Program Description: *MVSEC is a special education cooperative that serves students and families of five school districts. The administrative functions of the organization provide support to staff and students in numerous areas, including financial support, administrative support, professional development, and human resource services.*

Performance Expectations: Duties include but are not limited to the following:

1. *Provides secretarial support to Executive Director, Mid-Valley Executive Advisory Board and other administrators, as needed.*
2. Prepares materials for and attend all Mid-Valley Executive Advisory Board meetings as recording secretary.
3. *Acquires and maintains an understanding of the structure, operation and function of the member districts, buildings and various programs and services of MVSEC.*
4. Compiles, calculates and distributes student attendance information to member districts in a timely fashion.
5. *Inputs staff and student information for state Medicaid reimbursement.*
6. Maintains a proficient knowledge of the student database system, NetIEP system, and enters essential student information.
7. Performs clerical and general reception functions associated with an orderly and efficient office.
8. *Maintains student files, distribute as needed.*
9. *Arranges for the provision of professional development opportunities for MVSEC and district staff.*
10. Provides support for extended school year functions, as necessary.
11. Maintains office machines and applicable computer equipment.
12. Inputs student caseload information on Net IEP.
13. Maintains Mid-Valley web site.

## *Mid-Valley Special Education Cooperative*

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- 14. Maintains technology inventory.*
  - 15. Assists with requests for building and grounds, moving of furniture/equipment.*
  - 16. Demonstrates knowledge of office computer skills such as Microsoft Word, Excel, Powerpoint, etc.*
  - 17. Creates directories and brochures for distribution to staff and parents.*
  - 18. Participates in relevant educational workshops and meetings as reasonably requested (when employee is available).*
  - 19. Performs other duties, as required.*

### Other Professional Responsibilities

- 1. Maintains a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters.*
- 2. Serves as a positive role model and work to ensure a safe building environment.*
- 3. Maintains cooperative, positive working relationships with parents, Mid-Valley staff, school district personnel, and community service agencies.*
- 4. Maintains ongoing appropriate and timely written and oral communication with parents, Mid-Valley staff, other school district personnel, and community service agencies.*
- 5. Demonstrates problem-solving skills, organizational skills, patience, creativity, flexibility, and receptivity to change.*
- 6. Demonstrates ability to maintain favorable public relations.*
- 7. Responds as soon as possible, to parent, student, teacher and administrative inquiries via phone or email during regular work week.*
- 8. Demonstrate good interpersonal and communication skills.*
- 9. Contributes to a positive working relationship with assigned administrator and other administrative staff.*
- 10. Communicates essential information in a timely manner.*
- 11. Demonstrates ethnic and cultural sensitivity and competence.*
- 12. Demonstrates a genuine interest in the student population of the cooperative.*

### Physical Work Requirements

With appropriate accommodations and/or modifications, employees in this position must have the ability to:

- 1. Sit for extended periods of time.*
- 2. Enter data into a computer, operate standard office equipment, telephone, and student technology.*
- 3. See and hear a computer screen and printed matter with or without visual aids.*
- 4. Hear and understand speech at normal levels and on the telephone.*
- 5. Speak so that others may understand at normal levels and on the telephone.*
- 6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25-50 pounds waist height.*
- 7. Work in an indoor, heated/air conditioned environments.*

## *Mid-Valley Special Education Cooperative*

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8. Work in an environment where privacy is limited and noise levels vary.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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# ***Mid-Valley Special Education Cooperative***

*Serving the children and families of the Batavia, Central, Geneva, Kaneland & St. Charles Community School Districts*

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<b>Title</b>	Administrative Assistant for the Executive Director
<b>Location</b>	Mid-Valley Office
<b>Reports to</b>	Executive Director
<b>Minimum Qualifications</b>	High school diploma Computer/General Office Skills Organizational Skills Detail Oriented Data Entry General Office Experience Good Interpersonal Skills Some college or additional training preferred Ability to receive and maintain confidential information

## **Job Summary**

The Executive Assistant to the Executive Director assists the Executive Director in the daily operation of the cooperative as well as the planning, implementing, directing and maintaining of cooperative programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the cooperative and the advisory board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel. This job is distinguished from similar jobs by the following characteristics: this position is an executive level clerical support position requiring a high level of confidentiality, skills and organization.

## **Primary Responsibilities:**

### **Human Resources:**

- Coordinate and maintain Advisory Board processes and materials
- Data entry correlation between student management and IEP systems
- Maintain cooperative attendance
- Coordinate and maintain ESY processes and materials
- Maintain cooperative-wide communications
- Access to itinerant schedules
- Manage Active/Inactive files in data system
- Update information platforms (ServiceTracker, Filemaker, PowerIEP)
- Coordinate Out-of-District transportation
- Communication with district (class lists, program information)
- Maintain emergency information (Filemaker and hard copy)
- Submit work/move orders
- Maintain office equipment
- Coordinate public child find
- Maintains course code information
- Prepares and distributes MV student assessment information to districts
- Maintains Add/Drop data for program students
- Maintains summer transfers/changes
- Conducts referral reconciliation

- Manages facilities rental, administration work orders, and copier maintenance
- Completes PowerIEP reconciliation
- Provides coverage for the front desk, answering phones, taking messages and greeting visitors
- Other duties as assigned

### **Physical Requirements:**

- Job duties are performed indoors. The building is heated, air-conditioned and well-ventilated.
- Privacy is limited and noise levels vary in relation to the use of office equipment, ringing phones and office chatter.
- Up to 85% of work time is spent in a sitting position at a desk, using a computer monitor, keyboard and mouse. The additional time is spent intermittently walking, standing, bending, reaching, pushing, pulling or stooping to access files. Occasional carrying of 10-15 pounds.
- Ability to effectively communicate information in a manner easily understood by parents, students, colleagues, and supervisors is essential.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed and as assigned by their supervisor.

Mid-Valley employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe learning and work environment. All employees are expected to communicate in a respectful, constructive and positive manner with students and parents. They are also expected to interact positively and respectfully with school personnel (supervisors, administrators, educators, therapists and support staff etc.) as effective team members. Additionally, Mid-Valley employees are expected to collaborate with colleagues and parents to share information and expertise to plan and implement effective student programs.

## ***Mid-Valley Special Education Cooperative***

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Title: Administrative Assistant for the Director of Business and Human Resources

Location: Mid-Valley Special Education Cooperative

Reports to: MVSEC Director of Business and Human Resources

Minimum Qualifications: High school diploma  
Computer/general office skills  
Organizational skills  
Detail oriented  
Office experience  
Data entry  
Good interpersonal skills  
Some college or additional training preferred

Program Description: *MVSEC is a special education cooperative that serves students and families of five school districts. The administrative functions of the organization provide support to staff and students in numerous areas, including financial support, administrative support, professional development, and human resource services.*

Performance Expectations: Duties include, but are not limited to the following:

1. Provides secretarial support to the Director of Business and Human Resources and other administrators, as needed.
2. *Maintains state and local database with student and staff information.*
3. Processes state reimbursement claims.
4. Maintains grant reports and expenditures.
5. *Transmits district information to the state in a timely fashion.*
6. *Arranges for bussing of students attending Mid-Valley programs, when requested.*
7. Processes and tracks all purchase orders, vouchers, and cash receipts for Mid-Valley.
8. Monitors the use of procurement cards.
9. *Assists with implementation of Mid-Valley budget.*
10. *Monitors use of petty cash.*
11. Maintains a proficient knowledge of student database system; enter student information, when necessary ( i.e., IEPoint, FileMakerPro).
12. Performs clerical functions associated with an orderly and efficient office.
13. Maintains a working knowledge of office machines and applicable computer equipment.
14. *Acquires and maintains an understanding of the structure, operation and function of the member districts, buildings and various programs and services of MVSEC.*
15. Demonstrates knowledge of office computer skills such as Microsoft Word, Excel, Powerpoint, etc.

## *Mid-Valley Special Education Cooperative*

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16. *Participates in relevant educational workshops and meetings as reasonably requested (when employee is available).*
  17. *Performs other duties, as required.*

### Other Professional Responsibilities

1. *Maintains a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters.*
2. *Serves as a positive role model and work to ensure a safe building environment.*
3. *Maintains cooperative, positive working relationships with parents, Mid-Valley staff, school district personnel, and community service agencies.*
4. *Maintains ongoing appropriate and timely written and oral communication with parents, Mid-Valley staff, other school district personnel, and other community service agencies.*
5. *Demonstrates problem-solving skills, organizational skills, patience, creativity, flexibility, and responsiveness to change.*
6. *Demonstrates ability to maintain favorable public relations.*
7. *Responds as soon as possible, to parent, student, teacher and administrative inquiries via phone or email during regular work week.*
8. *Demonstrates good interpersonal and communication skills.*
9. *Contributes to a positive working relationship with assigned administrator and other administrative staff.*
10. *Communicates essential information in a timely manner.*
11. *Demonstrates a genuine interest in the student population of the cooperative.*

### Physical Work Requirements

With appropriate accommodations and/or modifications, employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment, telephone, student technology
3. See and hear a computer screen and printed matter with or without visual aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25-50 pounds waist height.
7. Work in heated and air conditioned indoor environments.
8. Work in environments where privacy is limited and noise levels vary.

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



# ***Mid-Valley Special Education Cooperative***

*Serving the children and families of the Batavia, Central, Geneva, Kaneland & St. Charles Community School Districts*

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<b>Title</b>	Administrative Assistant to the Director of Business and Human Resources
<b>Location</b>	Mid-Valley Office
<b>Reports to</b>	Director of Business and Human Resources
<b>Minimum Qualifications</b>	High school diploma Organizational Skills Data Entry Experience Detail orientated Accounting/Bookkeeping skills Computer/General office skills and experience Good interpersonal skills Some college or additional training preferred

**Job Summary** The Administrative Assistant to the Director of Business and Human Resources is responsible for working directly in an administrative support role to the Director of Business and Human Resources and provides support to the central office team as needed. As a member of the support services cross-functional team, provide support and oversight of the office administration functions including reception, facilities, telephone, purchasing, equipment maintenance and other duties as may be required for successful organizational results.

## **Primary Responsibilities:**

- Completes monthly IDEA expenditure reports
- Process all cooperative requisitions and purchasing
- Submits data in the state student management system (ISTAR)
- Completes quarterly Medicaid reporting
- Completes annual Fee For Service report (Fairbanks)
- Maintains and completes Accounts receivable/invoice districts and accounts payable
- Supervises procurement card process
- Coordinates all banking deposits
- Maintains iVision fiscal data including deposits and budget reports
- Completes Personnel Reimbursement report
- Coordinates room rentals for district and vocational programs
- Manages Orphanage Claim
- Assist in providing coverage for the front desk, answering phones, taking messages and greeting visitors.
- All other duties as assigned
- Maintain and district billing for SAIL/vocational (work) transportation
- Submits building work orders
- Manages administrative center materials and supplies

### **Physical Requirements:**

- Job duties are performed indoors. The building is heated, air-conditioned and well-ventilated.
- Privacy is limited and noise levels vary in relation to the use of office equipment, ringing phones and office chatter.
- Up to 85% of work time is spent in a sitting position at a desk, using a computer monitor, keyboard and mouse. The additional time is spent intermittently walking, standing, bending, reaching, pushing, pulling or stooping to access files. Occasional carrying of 10-15 pounds.
- Ability to effectively communicate information in a manner easily understood by parents, students, colleagues, and supervisors is essential.
- Sit for extended periods of time.
- Enter data into a computer, operate standard office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed and as assigned by their supervisor.

Mid-Valley employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe learning and work environment. All employees are expected to communicate in a respectful, constructive and positive manner with students and parents. They are also expected to interact positively and respectfully with school personnel (supervisors, administrators, educators, therapists and support staff etc.) as effective team members. Additionally, Mid-Valley employees are expected to collaborate with colleagues and parents to share information and expertise to plan and implement effective student programs.

## ***Mid-Valley Special Education Cooperative***

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- Title:** Secretary to the Principal/Coordinator of New Directions,  
Safe Schools, CLASS Program
- Location:** Mid-Valley Special Education Cooperative, Mades Johnstone  
Facility
- Reports to:** Principal/Coordinator
- Minimum Qualifications:** High school diploma  
Computer/general office skills  
Organizational skills  
Detail oriented  
Accounting/bookkeeping skills  
Office experience  
Data entry  
Good interpersonal skills  
Some college or additional training preferred
- Program Description:** *MVSEC is a special education cooperative that serves students and families of five school districts. The administrative functions of the organization provide support to staff and students in numerous areas, including financial support, administrative support, professional development, and human resource services. The MJC program serves students with emotional and behavioral challenges in an alternative school setting.*
- Performance Expectations:** Duties may include, but are not limited to the following:
- 1. Provides secretarial support to the principal/coordinator and other administrators, as needed.*
  - 2. Acquires and maintains an understanding of the structure, operation and function of the member districts, buildings and various programs and services of MVSEC.*
  - 3. Coordinates registration, district/parent meetings, evaluations, and annual review meetings.*
  - 4. Tracks and reports employee attendance and assist with the provision of substitutes.*
  - 5. Demonstrates basic knowledge of special education labels and terminology.*
  - 6. Compiles student attendance and student lunch information; arrange for student lunches.*
  - 7. Maintains a proficient knowledge of the student database and NetIEP system; enter essential student information.*
  - 8. Performs clerical and general reception functions associated with an orderly and efficient school office.*
  - 9. Maintains student files, distribute as needed.*
  - 10. Arranges for the provision of professional development opportunities for program staff.*
  - 11. Provides support for extended school year functions, as necessary.*
  - 12. Maintains office machines and applicable computer equipment.*

## ***Mid-Valley Special Education Cooperative***

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13. Assists with requests for building and grounds, moving of furniture/equipment.
  14. Makes transportation arrangements with districts and/or other contracted services, as necessary.
  15. *Assists with correspondence to parents, districts, and probation officers.*
  16. Maintains building and student activity accounts.
  17. Demonstrates knowledge of office computer skills such as Microsoft Word, Excel, Powerpoint, etc.
  18. Maintains a calm demeanor; be able to form positive relationships with students and parents.
  19. Participates in relevant educational workshops and meetings as reasonably requested (when employee is available).
  20. Performs other duties, as required.

### **Other Professional Responsibilities**

1. *Maintains a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters.*
2. *Serves as a positive role model and work to ensure a safe building environment.*
3. *Maintains cooperative, positive working relationships with parents, Mid-Valley staff, school district personnel, and community service agencies.*
4. *Maintains ongoing appropriate and timely written and oral communication with parents, Mid-Valley staff, other school district personnel, and community service agencies.*
5. *Demonstrates problem-solving skills, organizational skills, patience, creativity, and receptivity to change.*
6. *Demonstrates ability to maintain favorable public relations.*
7. *Responds as soon as possible, to parent, student, teacher and administrative inquiries via phone or email during regular work week.*
8. *Demonstrates good interpersonal and communication skills.*
9. *Contributes to a positive working relationship with assigned administrator.*
10. *Communicates essential information in a timely manner.*
11. *Demonstrates ethnic and cultural sensitivity and competence.*
12. *Demonstrates a genuine interest in the student population of the cooperative.*

### **Physical Work Requirements**

With appropriate accommodations and/or modifications, employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment, telephone, student technology.
3. See and hear a computer screen and printed matter with or without visual aids.

## *Mid-Valley Special Education Cooperative*

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4. Hear and understand speech at normal levels and on the telephone.
  5. Speak so that others may understand at normal levels and on the telephone.
  6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25-50 pounds waist height.
  7. Work in an indoor, heated/air conditioned environments.
  8. Privacy is limited and noise levels vary.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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# ***Mid-Valley Special Education Cooperative***

*Serving the children and families of the Batavia, Central, Geneva, Kaneland & St. Charles Community School Districts*

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<b>Title</b>	Administrative Assistant to the Principal
<b>Location</b>	Mid-Valley Office
<b>Reports to</b>	Principal
<b>Minimum Qualifications</b>	High school diploma Organizational Skills Data Entry Experience Detail orientated Accounting/Bookkeeping skills Computer/General office skills and experience Good interpersonal skills Some college or additional training preferred

**Job Summary** The Administrative Assistant to the Principal is responsible for working directly in an administrative support role to the Principal and provides support to the Mades-Johnstone Center team as needed. This position also provides front counter support including, but not limited to answering phones, taking messages, directing calls, coordinating general school office operations, and greeting and attending to school visitors, school staff, and student requests.

## **Primary Responsibilities:**

- Student registration
- Maintain student information and RCTS updates
- Maintain student and teacher course codes (IMP and SIS)
- Monitors and schedule all student service meetings
- Maintains SIS data for RSSP and ALOP programs
- Manages teachers caseloads electronically
- Manages activity funds and reconciles bank records
- Maintains Add/Drop data
- Coordinates free and reduced information from cooperating school districts
- Coordinates student transportation
- Supervises technology inventory
- Coordinates substitute teachers
- Processes and monitors all building work orders
- Completes all daily building secretarial functions
- All other duties as assigned

### Physical Requirements:

- Job duties are performed indoors. The building is heated, air-conditioned and well-ventilated.
- Privacy is limited and noise levels vary in relation to the use of office equipment, ringing phones and office chatter.
- Up to 85% of work time is spent in a sitting position at a desk, using a computer monitor, keyboard and mouse. The additional time is spent intermittently walking, standing, bending, reaching, pushing, pulling or stooping to access files. Occasional carrying of 10-15 pounds.
- Ability to effectively communicate information in a manner easily understood by parents, students, colleagues, and supervisors is essential.
- Sit for extended periods of time.
- Enter data into a computer, operate standard office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed and as assigned by their supervisor.

Mid-Valley employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe learning and work environment. All employees are expected to communicate in a respectful, constructive and positive manner with students and parents. They are also expected to interact positively and respectfully with school personnel (supervisors, administrators, educators, therapists and support staff etc.) as effective team members. Additionally, Mid-Valley employees are expected to collaborate with colleagues and parents to share information and expertise to plan and implement effective student programs.

## ***Mid-Valley Special Education Cooperative***

*Serving the children and families of the Batavia, Central, Geneva, Kaneland & St. Charles Community School Districts*

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<b>Title</b>	<i>Payroll Assistant/Confidential Board Recording Secretary – 10 month</i>
<b>Location</b>	Mid-Valley Office
<b>Reports to</b>	Executive Director
<b>Minimum Qualifications</b>	High school diploma Secretarial experience Payroll experience General office skills Proficiency using a variety of office productivity software
<b>Job Summary</b>	<i>The payroll assistant is primarily responsible assisting in bi-monthly payroll processing and human resource activities. Acts as confidential recording secretary for closed session Advisory Board meetings. Provides general office support for the front desk and clerical support on various projects.</i>
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"><li>● Assist the Director of Business and Human Resources in processing bi-monthly payrolls and with human resource activities.</li><li>● <i>Attend closed session meetings of the Advisory Board and record minutes as needed.</i></li><li>● Assist in providing coverage for the front desk, answering phones, taking messages and greeting visitors.</li><li>● Effectively use computer technology for documentation, communication and to access information via the Internet.</li><li>● Complete all assigned duties and reports in a timely and efficient manner.</li><li>● Other duties as assigned</li></ul>
<b>Physical Requirements:</b>	



- Job duties are performed indoors. The building is heated, air-conditioned and well-ventilated.
- Privacy is limited and noise levels vary in relation to the use of office equipment, ringing phones and office chatter.
- Up to 85% of work time is spent in a sitting position at a desk, using a computer monitor, keyboard and mouse. The additional time is spent intermittently walking, standing, bending, reaching, pushing, pulling or stooping to access files. Occasional carrying of 10-15 pounds.
- Ability to effectively communicate information in a manner easily understood by parents, students, colleagues, and supervisors is essential.

These statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed and as assigned by their supervisor.

All employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe learning and work environment. All employees are expected to communicate in a respectful, constructive and positive manner with students and parents. They are

expected to interact positively and respectfully with school personnel (supervisors, administrators, educators, therapists and support staff etc.) as team members. Additionally, Mid-Valley employees are expected to collaborate with colleagues and parents to share information and to plan and implement effective student programs.

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# ***Mid-Valley Special Education Cooperative***

*Serving the children and families of the Batavia, Central, Geneva, Kaneland & St. Charles Community School Districts*

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<b>Title</b>	Administrative Assistant to Human Resources and Professional Development— 10 month
<b>Location</b>	Mid-Valley Office
<b>Reports to</b>	Executive Director of Business Services and Human Resources
<b>Minimum Qualifications</b>	High school diploma Secretarial experience Payroll experience General office skills Proficiency using a variety of office productivity software
<b>Job Summary</b>	The Administrative Assistant to Human Resources and Professional Development is primarily responsible assisting in human resources processes and professional development activities. Provides general office support for the front desk and clerical support on various projects.

## **Primary Responsibilities:**

### **Human Resources:**

- Correspondence with substitute and student teachers
- Manages AESOP process including payroll
- Benefits coordinator/open enrollment
- Monitors teacher salary study, transcript review, seniority updates, evaluations, sick leave bank
- New hire processes including interview logs, all documentation, and updating GCN
- Completes state reports related to Human Resources
- Inputs timesheets
- Assist as recording secretary for Board meeting
- Assist in providing coverage for the front desk, answering phones, taking messages and greeting visitors
- Manages iVision personnel
- Coordinates ID cards for students, staff and temporary employees

### **Professional Development:**

- ABC sign up set-up
- Prepares materials, location and refreshments for PD events
- Monitors PD clock hours, evaluations, and signups, registration fees
- Effectively use computer technology for documentation, communication and to access information via the Internet.
- Complete all assigned duties and reports in a timely and efficient manner.
- Other duties as assigned

### **Physical Requirements:**

- Job duties are performed indoors. The building is heated, air-conditioned and well-ventilated.
- Privacy is limited and noise levels vary in relation to the use of office equipment, ringing phones and office chatter.
- Up to 85% of work time is spent in a sitting position at a desk, using a computer monitor, keyboard and mouse. The additional time is spent intermittently walking, standing, bending, reaching, pushing, pulling or stooping to access files. Occasional carrying of 10-15 pounds.
- Ability to effectively communicate information in a manner easily understood by parents, students, colleagues, and supervisors is essential.

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Mid-Valley employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe learning and work environment. All employees are expected to communicate in a respectful, constructive and positive manner with students and parents. They are also expected to interact positively and respectfully with school personnel (supervisors, administrators, educators, therapists and support staff etc.) as effective team members. Additionally, Mid-Valley employees are expected to collaborate with colleagues and parents to share information and expertise to plan and implement effective student programs.

## *Mid-Valley Special Education Cooperative*

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Title: Secretary for the Mid-Valley Coordinators /Part Time, 10 Months

Location: Mid-Valley Special Education Cooperative, Administration Center

Reports to: Coordinators

Minimum Qualifications: High school diploma  
Computer/general office skills  
Organizational skills  
Detail oriented  
Office experience  
Data entry  
Good interpersonal skills  
Some college or additional training preferred

Program Description: *MVSEC is a special education cooperative that serves students and families of five school districts. The administrative functions of the organization provide support to staff and students in numerous areas, including financial support, administrative support, professional development, and human resource services.*

Performance Expectations: Duties may include, but are not limited to the following:

1. *Provides secretarial support to the coordinators and other administrators, as needed.*
2. *Acquires and maintains an understanding of the structure, operation and function of the member districts, buildings and various programs and services of MVSEC.*
3. Coordinates student enrollment, registration, IEP paperwork, emergency information; makes copies, distributes, files.
4. *Demonstrates basic knowledge of special education labels and terminology.*
5. Maintains a proficient knowledge of the student database and electronic IEP system; enter essential student information; generate appropriate reports.
6. *Performs clerical functions associated with an orderly and efficient school office.*
7. Maintains student files, distribute as needed.
8. *Makes transportation arrangements with districts and/or other contracted services, as necessary, for select students.*
9. *Assists with correspondence to parents, districts, and others.*
10. *Assists with electronic communications.*
11. *Assembles and maintains student assessment information for select students.*
12. Assist the coordinators with scheduling of parent meetings, observations, interviews, parent visits, etc.
13. Collecting and maintaining staff schedules.

## *Mid-Valley Special Education Cooperative*

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14. Maintain the inventory for technology.
15. *Assist with the creation of course codes and/or other information required by the districts or state.*
16. *Demonstrates knowledge of office computer skills such as Microsoft Word, Excel, Powerpoint, etc.*
17. *Maintains a calm demeanor; be able to form positive relationships with students and parents.*
18. *Participates in relevant educational workshops and meetings as reasonably requested (when employee is available).*
19. Performs other duties, as required.

### Other Professional Responsibilities

1. Maintains a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters.
2. Serves as a positive role model and work to ensure a safe building environment.
3. Maintains cooperative, positive working relationships with parents, Mid-Valley staff, school district personnel, and community service agencies.
4. Maintains ongoing appropriate and timely written and oral communication with parents, Mid-Valley staff, other school district personnel, and community service agencies.
5. Demonstrates problem-solving skills, organizational skills, patience, creativity, and receptivity to change.
6. Demonstrates ability to maintain favorable public relations.
7. Responds as soon as possible, to parent, student, teacher and administrative inquiries via phone or email during regular work week.
8. Demonstrates good interpersonal and communication skills.
9. Contributes to a positive working relationship with assigned administrator.
10. Communicates essential information in a timely manner.
11. Demonstrates ethnic and cultural sensitivity and competence.

### Physical Work Requirements

With appropriate accommodations and/or modifications, employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment, telephone, student technology.
3. See and hear a computer screen and printed matter with or without visual aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25-50 pounds waist height.
7. Work in an indoor, heated/air conditioned environments.
8. Privacy is limited and noise levels vary.

## *Mid-Valley Special Education Cooperative*

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Current

# ***Mid-Valley Special Education Cooperative***

*Serving the children and families of the Batavia, Central, Geneva, Kaneland & St. Charles Community School Districts*

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**Title** Administrative Assistant to Program Coordinators– 10 month

**Location** Mid-Valley Office

**Reports to** Program Coordinators

**Minimum** High school diploma

**Qualifications** Organizational Skills

Data Entry Experience

Computer/General office skills and experience

Good interpersonal skills

Some college or additional training preferred

Proficiency using a variety of office productivity software

**Job Summary** The Administrative Assistant to Program Coordinators is primarily responsible assisting program coordinators processes student information, assists with meeting and other person-to-person activities. Provides general office support for the front desk and clerical support on various projects.

## **Primary Responsibilities:**

- Coordinates and manages itinerant service provider caseloads
- Monitors SHA and transportation Medicaid claims
- Monitors job coach time sheets
- Assist in the preparation of program coordinator meetings and interviews both person-to-person and electronic data entry
- Completes Add/Drop process for itinerant (z) students
- Maintain Assistive technology inventory and verification
- Coordinates free and reduced information from cooperating school districts
- Prepares assessment identification information for districts
- Maintains student files
- Assist in maintaining assistive technology inventory and annual verification
- Assist in providing coverage for the front desk, answering phones, taking messages and greeting visitors.
- All other duties as assigned

**Physical Requirements:**

- Job duties are performed indoors. The building is heated, air-conditioned and well-ventilated.
- Privacy is limited and noise levels vary in relation to the use of office equipment, ringing phones and office chatter.
- Up to 85% of work time is spent in a sitting position at a desk, using a computer monitor, keyboard and mouse. The additional time is spent intermittently walking, standing, bending, reaching, pushing, pulling or stooping to access files. Occasional carrying of 10-15 pounds.
- Ability to effectively communicate information in a manner easily understood by parents, students, colleagues, and supervisors is essential.
- Sit for extended periods of time.
- Enter data into a computer, operate standard office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed and as assigned by their supervisor.

Mid-Valley employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe learning and work environment. All employees are expected to communicate in a respectful, constructive and positive manner with students and parents. They are also expected to interact positively and respectfully with school personnel (supervisors, administrators, educators, therapists and support staff etc.) as effective team members. Additionally, Mid-Valley employees are expected to collaborate with colleagues and parents to share information and expertise to plan and implement effective student programs.