



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: November 8, 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, the information was shared with all administrative assistant to lend further clarification and ensure the full scope of duties was 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.

Mid-Valley Special Education Cooperative

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

Title	Administrative Assistant for the Executive Director
Location	Mid-Valley Office
Reports to	Executive Director
Minimum Qualifications	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.

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Title	Administrative Assistant to the Director of Business and Human Resources
Location	Mid-Valley Office
Reports to	Director of Business and Human Resources
Minimum Qualifications	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

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- Sit for extended periods of time.
- Enter data into a computer, operate standard office equipment.

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Title	Administrative Assistant to the Principal
Location	Mid-Valley Office
Reports to	Principal
Minimum Qualifications	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.
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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

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Title	Administrative Assistant to Human Resources and Professional Development— 10 month
Location	Mid-Valley Office
Reports to	Executive Director of Business Services and Human Resources
Minimum Qualifications	High school diploma Secretarial experience Payroll experience General office skills Proficiency using a variety of office productivity software
Job Summary	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

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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

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