

The Systems Manager will help design, implement, administer, troubleshoot and develop network server and email resources to meet district and departmental goals and standards for availability, capacity and security. The primary responsibility for this role will be to maximize uptime of Microsoft & Apple server systems and their interfaces to the user community, provide for ongoing maintenance and provide tier-two support to help resolve client issues. The Systems Manager will work closely on related projects, and infrastructure changes. The Systems Manager will manage short and long term projects related to Microsoft/Apple server systems, and assist with LAN/WAN related projects or issues.

CORE COMPETENCIES

Networking

- Understands the issues involved with administering and maintaining corporate infrastructure, including network connectivity, Internet access, email, etc.
- Understands the issues involved in administering and maintaining district WAN/LAN.

Telephony

- Assists with the administration and maintenance of the telephone system, including telephone switches.
- Assists with the creation of new hire telephone and voicemail extensions, routing extensions to appropriate locations and updating information as Innovator seating assignments change.

Training & Lab Maintenance

- Helps set up and maintain computer stations and software for Staff training programs.
- Helps set up and maintain the district computer stations.

Internal Systems

- Assists in supporting district applications; internal district servers, user desktops, etc.
- Assists with basic troubleshooting, backup, and archiving.
- Helps install and improve computer software and network equipment.

New Hire Administration

- Creates network and email accounts for new users.
- Sets up computers for new users and ensures delivery of equipment to users in different locations if necessary.
- Updates company phone lists and email address books.

Help Desk Administration

- Helps answer all trouble calls/emails and enters work orders into our tracking software.
- Assists in administering and maintaining local and web-based versions of our tracking software.

- Assists in the administration and maintenance of Internal Systems programs such as Destiny, PowerSchool, Gmail, and AS400/Alio as well as operating systems used.
- Interacts with internal clients to resolve basic help desk issues; communicates with internal clients in a professional manner maintaining confidentiality.
- Provides responses to internal clients in a timely manner.

Asset Management

- Assists with the inventory management of software licenses, software, hardware, and other IT supplies.
- Assists with the purchase of software, hardware and other IT supplies.
- Promotes responsible usage and care of district equipment.

EXPERIENCE/SKILLS

- In-depth knowledge of Microsoft 2003 and 2008 server software in an Active Directory environment, Apple OS 10.4/10.5 Server, with two to four years of practical Microsoft and Apple server experience
- In-depth knowledge of Apple Server & Mac OS
- Strong troubleshooting, interpersonal, verbal and written communication skills
- Appropriate temperament and knowledge to assist with on-call user support
- Microsoft Certified Systems Engineer (MCSE) 2000/2003/2008 certification
- Apple Certified System Engineer (ACSE) OS 10.5/10.6 certification
- Cisco Certified Network Administrator (CCNA)

OAK PARK ELEMENTARY DISTRICT 97

JOB DESCRIPTION

JOB

- 1. TITLE:** TEACHER LEADER FOR MENTORING AND INDUCTION
- 2. DIVISION:** Teaching and Learning
- 3. REPORTS TO:** Assistant Superintendent for Teaching and Learning
- 4. FLSA STATUS:** Exempt
- 5. JOB CATEGORY:** OPTA
- 6. JOB CLASSIFICATION/WORK YEAR:** School year/180 days
- 7. SUPERVISORY RESPONSIBILITIES:** None
- 8. SALARY RANGE:** According to the Salary Schedule of the OPTA

QUALIFICATIONS

1. CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Teaching Certificate

2. EDUCATION AND/OR EXPERIENCE

- Master's Degree
- 10 Years Teaching Experience

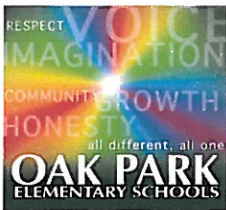
ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborate with the Director of Human Resources and other District mentoring staff to facilitate selection and training of building mentors on an annual basis.
2. Work with building mentors to annually assess program progress and effectiveness.
3. Provide principals with updated mentor/mentee information at the start of each school year and regularly throughout the year.
4. Plan, conduct, and assess the training program, including teaching and coordinating classes for mentors and mentees through Best Practices and University 97.
5. Work with the Director of Human Resources and principals to provide support, classroom visitations and coaching.
6. Meet with new teachers in various settings to provide support, monitor the effectiveness of the program, and determine group and individual needs.

7. Regularly consult with Teaching and Learning, Human Resources, Student Services, and the OPTA about setting goals, reporting activities and setting an appropriate budget.
8. Prepare necessary plans and reports for local and state approval.
9. Model continuous learning and effective practice in instruction.
10. Coordinate daily operation of the program by preparing and distributing publicity and policy materials, maintaining records on training and participation, and provide input to the Director of Human Resources on overall effectiveness of the program.
11. Other duties as assigned by the Director of Human Resources.

DATE REVIEWED: MAY 2008

REVISED: FEBRUARY 2010



...the educational prism through which students realize meaning and purpose in their lives...

Department of Special Education

**JOB DESCRIPTION
of
STUDENT SERVICES COORDINATOR**

- | | |
|---|---|
| 1. DIVISION: | Student Services |
| 2. REPORTS TO: | Executive Director of Student Services |
| 3. FLSA STATUS: | Exempt |
| 4. JOB CATEGORY: | Admin 3 |
| 5. JOB CLASSIFICATION/WORK YEAR: | Full-Time/12 –Month |
| 6. SUPERVISORY RESPONSIBILITIES: | None |
| 7. SALARY RANGE: | As outlined in District Benefit Plan |

QUALIFICATIONS:

CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Type 75 Certificate

EDUCATION AND/OR EXPERIENCE

- MA in Educational Administration
- Building Administrative Experience Preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contribute to the total school philosophy of education.
- Provide input toward the creation and/or the adoption of school policies to Include gifted, alternative education needs.
- Assist the Executive Director in developing policies and programs essential to the needs of gifted, 504, and all alternative education students
- Keep informed of all legal requirements governing the delivery of 504 plans.
- Assist the Executive Director in providing leadership in establishing new programs and developing improved understanding of existing programs.
- Supervise and coordinate gifted and alternative education classroom programs.
- Assist the Executive Director in evaluating existing programs and personnel as an ongoing responsibility and recommend changes and additions as necessary.
- Responsible for assisting in the district’s residency and registration procedures and policies starting in 2011-2012.
- Provide input into establishing procedures for placement, evaluation, assignment, and reappraisal of students with regard to the gifted, 504 and alternative programs.
- Assist in the development of procedures for referral, securing medical reports, student assignments, and placement.
- Assist in recruitment, selection, and recommendation for hiring of gifted and alternative education personnel.

- Keep informed of all legal requirements regarding student discipline
- Assist with gathering data used in compiling, maintaining, and filing reports, records and other documents.
- Assist in maintaining complete and cumulative individual records of children receiving 504 plans, gifted and alternative services.
- Assist the Executive Director with the preparation of attendance reports and similar data necessary for reimbursement of funds, collection of tuition for out-of-district students and similar fiscal matters.
- Provide input to the Executive Director relative to budget recommendations.
- Assist the Executive Director in interpreting and communicating the objectives and programs of district gifted, 504 plan and alternative programs to the Board, the administration, the staff and the community.
- Assist with the monitoring of a permanent inventory of equipment purchased for the department.
- Provide in-service training for gifted, alternative education and 504 plans.
- Assist the Executive Director in evaluating, on an on-going basis, the total program effectiveness, including curriculum procedures and individual students needs and achievement.
- Provide input on design, furnishings, equipment, and location of new classrooms and facilities.
- Consult with parents of children enrolled in the programs.
- Coordinate and chair 504 meetings.
- Participate in the planning and implementation of staff development.
- Implement, review and revise district-wide student discipline, policies and procedures.
- In-service district staff on 504 Plans.
- Other duties as assigned by the Executive Director of Student Services.

Revised 2/2010



Title: Web master/Programmer

Reports To: Communications Coordinator

Overall Job Duties:

The Web master/programmer is responsible for the development and day-to-day maintenance of District 97's family of Web sites. The Web master/programmer assists the communications coordinator in developing and implementing the district's overall Web communications strategy, as well as organizing and executing any special projects. In addition, the Web master/programmer assists the district's technology department in meeting other programming needs of the schools and/or district as a whole.

Experience/Skill Requirements/Qualifications:

- Bachelor's degree preferred, but not required.
- Three to five years of experience as a Web master, programmer or in a similar position.
- Experience working in education, particularly a school district, is preferred, but not required.
- Experience working in a cross-platform environment.
- Expert knowledge of PHP, HTML, XML, JavaScript, CSS, MySQL, Dream Weaver.
- Working knowledge of VBscript, Microsoft IIS, SSL (Secure Sockets Layer), Hardware/Networking skills, PCI Compliance, RUBY, Moodle, Google Apps, RSS, Content Management Systems, Adobe Photoshop, QuarkXPress, Illustrator, Macromedia Flash.
- Knowledge and demonstrated experience with cross-browser and cross-platform issues (Internet Explorer, Firefox, Safari, etc.).
- Knowledge of PowerSchool and SchoolMessenger is preferred, but not required.
- Experience creating blogs and podcasts, posting video online, and processing survey data.
- Training in desktop publishing, applications and photography are preferred, but not required.
- Strong writing and editing skills, especially writing for the Web.
- Strong communication skills.
- Attention to detail, customer-service oriented and creative problem solver.
- Ability to work in a team and to communicate in a clear way to provide training to staff.
- Superior knowledge of current Web design trends and techniques, a strong portfolio displaying user-centric design, and experience with Web database solutions are preferred.
- Experience managing others.
- Hard working, self-motivated (requires minimal supervision) and detail oriented.

Responsibilities:

- Development and day-to-day maintenance of District 97's family of Web sites, including updating content (text, photos and links) on the district's main Web site.
- Assist the communications coordinator with the redesign of the district's family of Web sites (scheduled for completion in fall 2011).

- Oversee activities of Web producers for each school, including assisting them with the maintenance of school Web sites and providing them with any training necessary to help them effectively execute their responsibilities.
- Help manage any technical issues associated with the day-to-day maintenance of the district's listservs and digital backpack.
- Provide support for staff that choose to create their own Web pages.
- Develop/revise procedures and processes for district's family of Web sites as necessary.
- Assist with the creation of online surveys, and help process the data collected through those surveys.
- Assist with day-to-day tasks associated with maintaining the PowerSchool system.
- Identify ways to enhance the district's Web presence.
- Assist the district's technology department with other projects as needed.
- Perform other duties as assigned.

OAK PARK ELEMENTARY DISTRICT 97

JOB DESCRIPTION

JOB

1. **TITLE:** ASSISTANT PRINCIPAL/ELEMENTARY
2. **DIVISION:** School Administration
3. **REPORTS TO:** Principal
4. **FLSA STATUS:** Exempt
5. **JOB CATEGORY:** Admin 4
6. **JOB CLASSIFICATION/WORK YEAR:** Full-Time/190 Days
7. **SUPERVISORY RESPONSIBILITIES:** School Staff

QUALIFICATIONS

1. **CERTIFICATES, LICENSES, REGISTRATIONS**
 - Illinois Type 75-Educational Administration
2. **EDUCATION AND/OR EXPERIENCE**
 - Master's Degree (M.A.) in Educational Administration
 - Teaching Experience

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the principal in the management of the school including climate, instruction, school improvement, achievement and communication.
2. Collaborate with building administrative team on a regular basis.
3. Assist in the Master Schedule formation and implementation.
4. Facilitate curriculum implementation, including teacher training, for regular and special education in all areas.
5. Communicate with staff, students, and parents in all areas of curriculum.
6. Receive, review, analyze data and facilitate use for improvement of instruction and school climate.
7. Act as administrative leader for grade level assigned and communicate with principal on a daily basis regarding all areas (i.e., discipline issues, instructional issues, climate issues, parent issues, etc.).
8. Other duties as assigned by the Principal.
9. Observes buses and lunch periods
10. Evaluate Certified Staff

DATE REVIEWED: 4/18/2008

REVISED: 3/4/2010

OAK PARK ELEMENTARY DISTRICT 97

JOB DESCRIPTION

JOB

1. **TITLE:** STUDENT SUPPORT SPECIALIST
2. **DIVISION:** School
3. **REPORTS TO:** Principal
4. **FLSA STATUS:** Exempt
5. **JOB CATEGORY:** OPTA
6. **JOB CLASSIFICATION/WORK YEAR:** School year/180 days
7. **SUPERVISORY RESPONSIBILITIES:** None
8. **SALARY RANGE:** According to the Salary Schedule of the OPTA

QUALIFICATIONS

1. **CERTIFICATES, LICENSES, REGISTRATIONS**
 - Illinois Teaching Certificate
2. **EDUCATION AND/OR EXPERIENCE**
 - Bachelor's Degree

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Identify students who are not making significant academic or social gains.
2. Work with GTD, LAS, team members, teachers, students and parents to ensure all students' needs identified are met.
3. Work with targeted students to set goals for school work, homework, and/or behavior.
4. Assist principal in assuring all classrooms are following the district curriculum by classroom visits.
5. Work closely with social worker, nurse, team to support at-risk and special education students.
6. Assist principal with student discipline.
7. Assist principal with the smooth operation of the school.
8. Supervise playground during the morning, at lunch and after school.
9. Monitor and work with students and families of chronic truants.

10. Coordinate ISAT and other testing.
11. Work with new students and families to acclimate them to the school/community.
12. Act as program coordinator for school based programs.
13. Other duties as assigned by the Principal.

DATE REVIEWED: MAY 2008

REVISED: March 2010