

Oak Park Elementary District 97 Description of Personnel Functions

Finance/Operations

- Fiscal Services Coordinator—bank reconciliations, budget/journal ledger monitoring, investment oversight, financial reporting/grants/audit/student activity funds
- Food Service Supervisor—lunch program/personnel monitoring, free/reduced applications, co-evaluation with principals, interface with high school and wellness committee
- Director of Buildings/Grounds—facilities/personnel monitoring, day to day monitoring/evaluation of building engineers, oversight of budget, development of long range plans, interaction with FAC
- Maintenance Supervisor—day to day monitoring and evaluation of maintenance staff, day to day management of work order ticket process, collaborates with director on all bid work
- Custodial Supervisor—day to day management and evaluation of evening custodial staff
- Administrative assistant—secretarial duties, deposits/REV/TRACK, billings, insurance
- Payroll specialist—payroll, 403(b) annuities, taxes/TRS/IMRF/Unemployment quarterly reports, employment verification, attendance
- Accounts payable/Purchasing Specialist—accounts payable, purchasing, transportation
- Print Shop—production and dissemination of print work for internal and external users

Human Resources Department

- Administrative Assistant—Secretarial duties, ISBE reports, staffing
- Benefits Coordinator—Employee insurance, workman's compensation, unemployment
- Registrar—Student registration, residency
- Secretary—Substitute teachers, student teachers, secretarial duties
- Secretary—Secretarial duties related to staffing, evaluation and lane changes
- Receptionist—district office receptionist duties, registration back up, mail distribution, attendance
- Residency officers (2)—conducts residency investigations

Special Education

Assistant Director—Staff Evaluations, Conduct Professional Development, Monitor Out-Side Private Placements, Evaluate and Access the Special Education Curriculum, Attend High Profile IEP Meeting

Coordinator of Student Services—Staff Evaluations, Conduct 504 Plan Meetings, Alternative Education, Supervise Gifted Education, Coordinate Student Discipline Hearings

Coordinators/Team Leaders—Oversee the delivery of special education services throughout the district, Assist the Principal and the Team Facilitator each fall in informing the facility regarding the Student Services Team function, ie., identification, referral, evaluation, placement and procedures, Schedule, coordinate and chair IEP meetings for students in instructional classes, Schedule coordinate and chair IEP meetings for all students transitioning for early childhood intervention to early childhood, early childhood to elementary, elementary to middle school and from middle school to high school, Assist case managers with parent/guardian communication on an as-needed basis

Administrative Assistant—Communicate with parents/staff regarding special education services, Prepare and arrange contracts, transportation, attendance for students attending out-side private placements, Prepare and submit special education reimbursements, expenditures, and tuition reports to ISBE and Harrisburg Project, Arrange home-instruction and tutoring assignments for all District 97 students who are ill or waiting for educational placements, Prepare and submit invoices from contracts services, supply vendors and private placements

Secretarial Staff:

- Secretary 1—Early Childhood parent/guardian communication, referrals, and registration, Medicaid monitoring and reporting, Retrieve, distribute and collect student information for the Illinois Dept. of Health Services
- Secretary 2—Input, maintain and provide student data, Arrange transportation for special education students, Prepare and submit student and personnel data to Harrisburg Project, Assist Director in preparing power point presentations
- Secretary 3—Communicate with parents/guardians regarding referrals and registration process for students attending local private/parochial schools, Prepare and maintains students records and files, Prepare and send student information/records to parents, staff, and other school districts, Maintain and other all special education forms and testing materials, Assist and order technology equipment and devices for students

Superintendent's Office

Executive Assistant to the Superintendent—Respond to community inquiries on various issues, Approve community flyer requests for distribution to schools, Respond to district parent inquiries, secretarial functions, assemble yearly District 97 family calendar, Monitor Budget and prepare all purchase orders, requisitions, Act as Administration Center contact person with the Administrative Center's custodian, outside vendors, services, neighborhood parking and emergency needs, Prepare and submit required ROE and ISBE reports i.e. Fall Housing Report, IWAS reports, Assists with FOIA requests as necessary

Board Secretary— Attend Board of Education meetings, take and prepare minutes for approval, Support and maintain all aspects of the Board of Education work, Prepare materials and agendas for District Board meetings, Prepare and distribute and post Board agenda and packet, Schedule appointments and meetings for the Board of Education, Maintain Board of Education minutes and supplemental minute books/records, Perform all duties regarding Board of Education candidate elections, Assist the Communications Coordinator

Teaching and Learning Department

- Assistant Superintendent for Teaching and Learning—Coordinate and supervise all functions of the Teaching and Learning Department, including curriculum development, instructional and operational technology, the multicultural department, professional development, grants, RTI and PBIS programs, and student data analysis.

a. Support Staff

- One full time Administrative Assistant

Achievement Gap Roundtable, Art Start, English as a Second Language including ESL Bilingual Census, Conference and Grant, Follow-up Survey, Physical Education, Professional Staff Development, Staff Stipends and Payroll: Curriculum Implementation Leaders, Supply Orders for the Department, Technology, WSKE, World Language/FLES, Departmental Budgets and purchase orders, Parental Contacts,

MEDIA:

Video and Equipment routing, etc.
Follett Service Agreement
Movie Licensing Renewal (all schools)
Rebinding of books
United Streaming

- Three full time secretaries:
 - Secretary 1: Curriculum Overview, Global Village including Chaney Celebration, Grade Level Chairs; Departments; and Teacher Leaders/Meetings, Health, Here's Looking at You, 2000 and Project Decide Materials, Institute Days, Instructional Materials Booklet, Junior Math Olympiad, Mathematics, including Assessments/Scantron, Benchmarks Middle Level Math Events, Portfolios, Texts (everything but Summer Math Academy), Mentor-Teacher Leader, Microscope Maintenance, Middle Level Education, Monthly Meeting Calendar, Outdoor Education, Personal Safety Victimization Instruction, Science, including Texts , Student Conferences Brochure, University 97, Wellness Council, Young Scientists Conference,
 - MEDIA:
 - Periodical renewals and routings
 - Secretary 2: Art, Choral Festival, Early Admission to Kindergarten, Elementary Education, Faculty Lists from Schools, 4th Grade Instrumental Music Mailing, Kindergarten Assessment (Spring/Fall), Language Arts/Reading, including Benchmarks and Portfolios, Music, General and Instrumental Social Studies, Instrumental Music Enrollment Flyer & Handbook, Pre-Kindergarten Partnership, Pre-School Program, Speech and Drama Festival, Staff Roster (from all schools), Writing Across the Curriculum, Writing Card Order (for schools), Writing Process Folders, Writing/Research Basics Handbook, Writing Talent Search (formerly West 40-new program T/B/A-KA), Young Authors Conference
 - MEDIA:
 - File Catalogs
 - Duplicate audio and visual tapes (Phasing out)
 - Order Newberry & Caldecott; Current Biography Yearbook
 - Secretary 3: Assessments, Illinois Standards Achievement Test/Illinois Goal Assessment Program, Illinois Textbook Loan, Report Card Labels, Summer Intervention Programs: Early Start – Math and Reading, Middle Level Academy, Stepping Stones, STING, Summer School: Band Camp, School Daze, Summer Tutor List, Testing (IGAP/ISAT), Tribute to Excellence, Young Artists Workshop
 - MEDIA:
 - Order: Overhead bulbs; Media supplies; Replaced equipment
 - Pay: United Visual repair bills and new equipment bills; Illinois Library Association Membership
- Curriculum Coordinator—Coordinate all curriculum development efforts, the functions of the ELL staff and program, professional development planning and follow-through, articulations with Districts 90 and 200, summer school planning/implementation and school improvement planning.
- Multicultural Administrator—Coordinate the functions of the Multicultural Department, including the operation of the Multicultural Resource Center. Also, plan and present workshops on multicultural topics for students, staff, and community members. Maintain the collection of historical artifacts and plan for expansion and/or weeding of materials.
 - a. Support Staff
 - One full time administrative assistant—Manage the MCRC, Scheduling of workshops, Purchase orders and acquisition, Publications, Ethnic Festival planning, Support for class usage
 - One .5 time teaching assistant—Cataloguing materials, Filing artifacts, Check materials in and out of the MCRC, Maintenance of the MCRC collection
- Grants/RTI-PBIS Administrator—Monitor and submit grants pertaining to NCLB, Preschool for All, early childhood, improvement of reading, library collections, Oak Park Township, and other grants as appropriate. Monitor and lead Title I District initiatives and supervise District Title I teachers in collaboration with the building principals. Also, act as the primary contact and planner for RTI and PBIS initiatives in the District. Function as the District Hearing Officer in cases involving student discipline, especially expulsion.
- District Technology Administrator—Supervise and coordinate all aspects of District technology planning, acquisition, and usage. Oversee the functions pertaining to operational technology: network and system support, technology set-up, repairs, and installation. Oversee the instructional technology program: teacher-

leaders for instructional technology, student information system management, tech integrationists (proposed), and technology-related professional development.

a. Operational Technology

- One Network manager
Creates and maintains district computer images, Troubleshoots network operations, Manages acquisitions of equipment, Supports District Office operations
- One System manager (proposed)
Monitors system operations, Installs and maintains switches and routers, Monitors wireless operations
Supports District/building operations
- Two full year Technical Specialists
Provides year-round support for tech repairs and maintenance, Deploys equipment to all buildings
- Four school-year Technical Specialists
Provides school-year support for tech repairs and maintenance, Deploys equipment to all buildings

b. Instructional Technology

- Three teacher-leaders for technology (.5 increase proposed)
Plans staff development options for teachers and principals, Teaches workshops and classes on technology
Organizes/offers Institute Day trainings, Provide individual help to teachers on tech issues, Models technology usage for classrooms, Designs learning and training lessons, Coordinates work of the Technology Integrationists
 - One student information system manager
Manages the PowerSchool SIS, Provides data reports to administrators, Provides training to staff on PowerSchool issues
 - Five Technology Integrationists (proposed)
Provides support to teachers on using technology software, Provides gradebook and report card support,
Works with teachers on using tech equipment effectively, Collaborates with staff on modeling technology teaching behaviors
- Teacher-Leader for Student Data Analysis (full time non-instructional position)—Provide instructional support for ISAT data, District report cards, analysis of instructional programs, PowerSchool support, and District instructional surveys.
 - Teacher-Leaders: Visual Arts, Instrumental Music, General Music, FLES, and P.E. (full time teachers with release time and stipends)—Provide department leadership for scheduling, curriculum development, professional development, and program review.

Positions Scheduled to Move to H.R. for the 2010-11 school year:

- Teacher-Leader for U97 Classes (full time teacher with release time and a stipend)—Coordinate recruitment and scheduling of staff development classes. Maintains records of classes offered and credit earned.
- Teacher-Leader for Mentoring and Induction (full time release position with a stipend)—Coordinate the mentoring and induction program for all new and probationary teachers. Schedule and teach Best Practices classes for first year teachers.