



PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

400 E Silverspoon Avenue - Granville, IL 61326
(815)882-2800 x 5

JOB DESCRIPTION

Position Title: Administrative Assistant for Student Services/Student Data Specialist

Reports To: Director of Student Services and Superintendent

Qualifications: High school diploma required; postsecondary training preferred; proficiency in word processing, databases and spreadsheets; enjoy working with children; excellent oral and written communications skills; ability to deal with and communicate effectively with students, parents, staff, and public; ability to maintain high levels of confidentiality essential

Goal/Function: To provide comprehensive and efficient clerical support services that contribute to the smooth and effective operation of the District, with a focus on creating an environment that supports student learning, engagement, and overall success.

Approved: October 21st, 2025

Responsibilities

Administrative Assistant for Student Services

1. Schedule IEP meetings in collaboration with Director of Student Services
2. Prepare and send IEP meeting notices
3. Send draft IEP and 504 paperwork to parents/guardians and document in accordance with IEP and 504 requirements
4. Process IEP and 504 paperwork and communications as needed
5. Manage IEP meeting dates on special education and Director calendars
6. Keep calendar of annual reviews and re-evaluation dates
7. Keep accurate records for Student Services, including but not limited to caseloads, homelessness, youth in case, and hospitalizations
8. Maintain and update data and reports related to Student Services
9. Complete assigned student and data management in SIS and other platforms, including but not limited to early childhood outcomes, EE codes and percentages, and Medicaid billing
10. Assist in completion of forms for homelessness
11. Manage renewals of special education curriculum as directed by Director of Student Services
12. Answer phone on behalf of Student Services
13. File paperwork for IEPs and other Student Services needs
14. Provide required notices for destruction of special education files

15. Attend special education team meetings as directed by Director of Student Services
16. Support the Director of Student Services as requested in all aspects of Student Services
17. Perform related duties as assigned

Student Data Specialist

1. Manage and lead the Student Information System (SIS) and Learning Management System (LMS), including but not limited to the following:
 - Maintain and update student and staff records, including but not limited to demographics, attendance, contact information, enrollments, withdrawals, and transportation information
 - Ensure accuracy, consistency, and completeness of data
 - Prepare and submit required reports
 - Ensure compliance with state and federal timelines and regulations
 - Support administrators and teachers in accessing data
2. Manage assessment and learning platforms
 - Manage uploads and rostering for all assessments and learning platforms as requested by Administration, including but not limited to all State required assessments and District RtI/MtSS assessments
 - Reconcile discrepancies between District systems and SIS
 - Coordinate systems to ensure timely sync
 - Provide technical assistance to school staff on use of systems
 - Troubleshoot system issues and coordinate with vendors
 - Handle student data with confidentiality and ensure compliance with all laws and District policies
3. Manage staff absence and substitute calling system

Risk Management Responsibilities

1. Collaborate with supervisors to develop and maintain safe conditions for the well-being of students, faculty, employees, volunteers, and visitors.
2. Adhere to safety guidelines outlined in the District Risk Management Plan.
3. Implement necessary precautions to ensure the safety of physical property, including equipment, materials, and facilities.
4. Identify and report hazardous conditions that may pose a risk to individuals or property.
5. Monitor and report unauthorized persons or suspicious items on school property.
6. Identify and report signs of neglect or abuse in students based on physical condition or behavior.
7. Adhere to all federal, state, local, and District policies and procedures.
8. Maintain confidentiality of student information.