

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Administrative Assistant for TLA

CLASSIFICATION:

Administrator:

GEEA

ESP:

 X AFSCME

 EXEMPT

DEPARTMENT:

Teaching, Learning, Accountability

REPORTS TO:

Assistant Superintendent for TLA

GENERAL RESPONSIBILITIES

- The Administrative Assistant for Teaching, Learning & Accountability provides operational support for all aspects of the special services program, Teaching Learning and Accountability.

ESSENTIAL JOB FUNCTIONS

- Maintains files/data bases, prepares correspondence, memos, documents and reports required by the TLA Department.
- Opens and distributes mail, answers the telephone and directs calls to appropriate party or handle calls and take action, where appropriate.
- Prepares purchase orders and places orders for TLA Department.
- Provides data regarding child count for government reports.
- Schedules pre-School screening and arranges announcements, screening sites, and materials as needed during the school year.
- Sets up meetings as required: reserves rooms, orders refreshments, records takes minutes and distributes the minutes as requested.
- Monitors transportation for special needs programs (i.e. special education, bilingual/ELL, PreK).
- Tracks budget accounts and prepares quarterly financial reports.
- Provides substitute coverage at reception desk per monthly schedule or as needed.
- Interfaces with all district staff, C.A.S.E., and with local, state and government agencies, as required.

KNOWLEDGE AND SKILLS

- A minimum of 1-3 years experience in a secretarial role is preferred.
- Must be proficient in keyboarding and in the use of a personal computer, photocopier, telephone system and other general office equipment.
- Must be proficient with spreadsheet and word processing software.
- Familiarity with a student data system preferred.
- Requires an understanding of confidentiality and good interpersonal skills.
- Requires good oral and written communication skills.
- Must have excellent organizational skills and be able to handle a number of tasks of diverse nature simultaneously.

EDUCATION AND CREDENTIALING

- High School diploma or equivalent.

EVALUATION

- Assistant Superintendent for Teaching, Learning & Accountability or designated administrator from TLA.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

12 months.

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature