

Job Title: Administrative Assistant to the Executive Director.

The Illinois Special Education Charter Cooperative (ISECC) is a newly formed Special Education Cooperative seeking a committed Administrative Assistant. Currently, the ISECC is comprised of three schools. The Administrative Assistant reports directly to the Executive Director. This is a part-time position (20 hours per week, Monday through Friday, 11 months).

Qualifications

Required:

Candidates must have

-High School Diploma or equivalent;

Preferred:

- Bachelor of Arts or Bachelor of Science
- Experience working in a Special Needs setting
- Experience in grant writing
- Bilingual/Multilingual preferred (Polish/ Arabic/Spanish/Turkish, etc.)

Salary and Benefits:

Hourly rate from \$18.00 to \$23.00 depending on experience. This is a part-time position (20 hours per week, Monday through Friday, 11 months).

Classification:

Hourly

Direct Supervisor:

ISECC Executive Director

Supervisory Responsibilities:

None

Function:

The Administrative Assistant shall perform all general office duties related to the Executive Director. This position is entrusted with the highest level of confidentiality.

Responsibilities:

- Serve as the Administrative Assistant to the Executive Director;
- Act as liaison between the Executive Director, the Administrators, and the general public;
- Perform all general office duties promptly responding to all correspondence and phone communication related to the Board, activities of ISECC and the Executive Director;
- Perform all duties related to the Board Meetings;
 - Prepare information packets for Board members;
 - Attend all board meetings and take minutes;
 - Post agendas and minutes on ISECC website;
 - Ensure all required Board information is on the ISECC Website;
- Facilitate Board Members Leadership Training and IASA/IASB Annual Conference Registration;

- Prepare correspondence for the Executive Director and Executive Board President and Governing Board President as needed;
- Maintain and publish updated ISECC policies, legal requirements and serve as FOIA officer;
- Assist Executive Director in meeting responsibilities concerning state reports, and legislative requirements;
- Monitor and update the ISECC website, post jobs, and push out ISECC news in multiple forms of media;
- Prepare and maintain the ISECC Major Events Calendar;
- Monitor and complete all duties related to IWAS and FRIS to ensure compliance with required due dates and prepare quarterly and year-end reports on grants;
 - Assist in the preparation, publication, and maintenance of the ISECC budget;
- Manage accounts payable and receivable using ISECC's financial software;
- Assist with payroll processing;
- Invoice schools twice a year;
- Complete all Medicaid billing and reporting documents;
- Complete all workman's compensation claims and related paperwork;
- Assist the Executive Director with on-boarding new employees;
- Prepare workshop materials and track professional development hours;
- Maintain salary schedule placement of Certified Staff and report to Executive Director annually;
- Prepare all certified teacher contracts and share relevant contract information;
- Ensure all required employment forms are complete and serve as custodian to all personnel records;
- Ensure that all background reports, physicals, Covid vaccination status, and proof of negative TB are completed as required by ISBE;
- Maintain the sequence of Honorable Dismissal of all certified/licensed staff each year;
- Verify license endorsements and positions of all certified/licensed staff each year;
- Record annual evaluation ratings of all certified/licensed staff each year and prepare annual statements to all certified/licensed staff verifying such information each year;
- Prepare annual reports for Executive Director and other authorized staff pertaining to SB7;
- Serves as the Records Custodian maintaining all records, documents, and special education documentation according to the Illinois School Records Act;
- Enters and exits students and staff using I-STAR software and completes I-STAR reporting;
- Arrange transportation for ISECC and Mc-Kinney-Vento eligible students and communicate transportation changes to appropriate personnel and families;
- Participate in training with other office staff;
- Perform other duties as assigned

Evaluation:

Conducted annually by the ISECC Executive Director

Additional Duties

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Additional notes

Work Hours: 9:00 a.m. to 1:00 p.m. Monday through Friday. This part-time position will require work outside of regular work hours.

ADA:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position.

Physical and Mental Demands. Work Hazards:

Works in standard office and school building environments, using standard office equipment.

Working Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position's functions require some agility to lift and/or move up to 20 pounds and fine finger dexterity to enter information into different school data systems.

EEO: The Illinois Special Education Charter Cooperative is an equal opportunity employer committed to diversity and inclusion in the workplace. The Illinois Special Education Charter Cooperative prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The Illinois Special Education Charter Cooperative conforms to the spirit as well as to the letter of all applicable laws and regulations. The Illinois Special Education Charter Cooperative encourages applications from all individuals and evaluates all candidates based on qualifications, ability, and merit; we strongly encourage and seek qualified applications from underrepresented groups.

How to Apply

Candidates should submit a letter of interest, a resume, two letters of recommendation, and official transcripts to Ms. Hanan Almiladi, Executive Director of the Illinois Special Education Charter Cooperative. Send all materials via email using this address: halmiladi@isecc.net. Insert ISECC Administrative Assistant Application in the email subject line. Qualified Applicants should apply by February 30, 2022.

Application Deadline: February 28, 2022 Interviews will be held as soon as practical.

Start Date

March 30, 2022 or when a qualified candidate is retained.