

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

TITLE: Administrative Assistant to Director

QUALIFICATIONS:

1. Associate Degree or equivalent from an accredited college;
2. Education and/or training in clerical skills;
3. Experience working with Executive Boards, taking minutes;
4. Such alternatives to the above qualifications as the Tri-County Executive Board may find appropriate and acceptable.

REPORTS TO: Director

JOB GOAL: To ensure smooth, efficient operation of the Tri-County offices and to assist the Director in implementation of any and all aspects of administrative support services.

TERMS OF: Twelve (12) month; salary and work year to be established by the Tri-County Executive Board.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates a high level of ethical behavior, professional responsibility, and confidentiality of information, and maintains these qualities outside of the officer as relates to TCSE Joint Agreement.
2. Punctual for work each day and completes the day as expected.
3. Receive and sort mail, type correspondence, oversee inter-office communication systems, etc., and maintain filing system for all pertinent documents of the Director of the Joint Agreement.
4. Purchase, oversee maintenance and distribution of, and ensure appropriate stock levels of Administrative supplies and equipment (incl. building keys and keyless entry fobs) at the Central Office and outlying schools and offices/classrooms.
5. Coordinate meeting dates, provide Public Notice, prepare Board Member materials and attend Regular and Special Executive Board meetings to record Minutes of the Regular Agenda and Executive Closed Session Agenda.
6. Prepare Executive Board Agenda, Minutes, Confidential Info, Policies & Procedures and any other relevant materials to Executive Board meetings. This includes keeping up to date the policies and procedures manuals of Administrative staff, TCSE buildings, and posting to the TCSE website and other locations as required.
7. Responsible for certified and non-certified personnel files in regards to the following information:
 - A. Take new hires to the Board for hiring purposes.
 - B. Take Personnel issues to the Board as required (Resignations, Requests for Leave, Transfers, etc.).
 - C. Send out all correspondence relative to Board action on Personnel issues.
 - D. Oversee maintenance of seniority list for publication prior to annual RIF process.
 - E. Ensure correspondence criteria are met and appropriate staff notified in regards to disciplinary action taken by the Administration, Director, Executive Board and/or Board Attorney.

8. Hire, train, supervise and evaluate Office Secretaries and the Records Custodian for the Joint Agreement and Receptionists for the Joint Agreement; personally providing a positive and professional example of the expectations of the Joint Agreement.
9. Supervise the coordination of all TCSE Secretary duties for the purpose of ensuring reasonable distribution of workload, maximizing efficiency of daily operations, and managing new or ongoing data collection and disbursement as required of the Joint Agreement by any outside agencies.
10. Supervise the entering of all Student and Personnel information (FACTS) in Filemaker (CRT), IePoint (Harrisburg Project), and I-Star(ISBE) throughout the school year and forward electronically to the Illinois State Board of Education for approval and reimbursement of funding for TCSE and all Member Districts of the Joint Agreement. This includes coordinating the yearly IWAS Authorization process for TCSE and all Member Districts. Supervise all error resolution, additional data correction and reporting (Indicators and Post-Secondary information), pilot program involvements, and facilitate any correspondence to appropriate parties relating to above matters.
11. Supervise TCSE Joint Agreement school attendance system (STI/Chalkable), which includes the following process:
 - A. Receive attendance from Teachers and/or any Member Districts.
 - B. Compute monthly attendance.
 - C. Type and forward a copy to each Member District.
 - D. Assist in updating, reporting and transmitting within the system.
12. Supervise Student Information System-Statewide (SIS) for the Joint Agreement, assuring that all relative information is being tracked appropriately and accurately for all reporting purposes.
13. Collect and monitor claims for Mileage Reimbursement, Professional Development Requests/Approvals, Variance Time Requests/Approvals, Purchase Order Requests, and other applicable documentation from Administrative staff; and forward to the Director for review. Conversely, ensure that Administrative requests/claims are forwarded to the appropriate staff after the Director reviews.
14. Prepare Statement of Economic Interest, Prevailing Wage, Civil Rights Data Collection, and any other mandated data as required by governing authorities, assisting in data collection procedures as needed. Also overseeing the Destruction of Records according to current State of IL and/or ISBE regulations.
15. Prepare and submit TCSE school calendar(s) and waivers to ISBE according to current ISBE mandates.
16. Maintain files, documents, and correspondence related to the Tri-County Special Education Joint Agreement and Tri-County Special Education Association bargaining matters; including contracts, grievances, meetings, negotiations, and MOU's.
17. Create, distribute and update the annual Organizational Chart and various Staff, District, ROE, and Superintendent directories; submit for Board approval as needed.
18. Assist in the Annual Budget process as mandated by ISBE; by taking the designation of an appointee to prepare the Tentative Budget before the Board in a timely manner, scheduling the annual Budget Review meetings, posting legal notices, putting the Tentative Budget on display and available to the Public, submitting appropriate documents for approval to the governing Board and any other body as needed, posting the approved Budget for display to the Public in the appropriate forums.

19. Oversee the creation of the annual TCSE Student and Parent Handbook and the TCSE Employee Handbook; maintaining the master copies, editing, taking before the Board, and posting/distributing to appropriate staff, parents and public, according to current ISBE mandates.
20. In general, maintaining current knowledge of any and all mandates, Policy & Procedures, and reporting requirements relative to job duties and the overall operation of TCSE as needed.
21. Performs all other duties as assigned by the Director.