



**Position Title:** Executive Secretary

**FLSA Class:** Nonexempt

**Update:** March 2022

### **QUALIFICATIONS**

- High School Diploma or equivalent required
- A minimum of 3 years' experience in office administration with public board support preferred
- Expertise in Microsoft Office programs and experience with SDS, I-STAR, and ISBE programs, preferred
- Excellent interpersonal, communication, organizational and time management skills

### **ESSENTIAL JOB FUNCTIONS** – May include, but are not limited to, the following:

1. Serves as the Secretary for Governing Board, Executive Committee, and Director providing confidential administrative and clerical support;
2. Facilitates efficient office functioning in collaboration with the Director and provides a positive model in leading office staff and while serving all stakeholders;
3. Manages, maintains, and distributes as necessary, records including contracts, certificates of insurance, Board and committee agendas, packets, and documents, assists with revising board policy using PRESS, maintains personnel and attendance records including official personnel files and related databases, sequence of dismissal and seniority lists, and all historic records of MSSE and the former Regions;
4. Submits legal and financial postings for timely publication and maintains certificates, develops and manages correspondence, provides annual information for Statement of Economic Interest, audits, and reporting;
5. Provides information and assistance to the Business Manager including documents, communications, and is cross-trained to complete key functions including payroll;
6. Assists with Excess Cost, MOE calculations and exceptions, TMCs, and other grant requirements;
7. Reports MSSE and districts' special education staff in I-STAR for approval and facilitates EIS completion;
8. Supervises, trains, and supports Student Data Specialists, oversees collection and entry of student data serving as the back-up, problem solves data errors, ensures accurate annual district IDEA Child Count and ensures accurate data for state reporting, reports, claims, etc.;
9. Gathers information, completes, and maintains records related to private facility, youth-in-care, and other state claims and calculates program cost-billing on behalf of districts utilizing ISBE requirements and guidance;
10. Manages and keeps current the MSSE website including current Board and administrative contacts, agendas, minutes, required legal and financial postings, SOPPA compliance, employee forms, vacancies, calendar;
11. Maintains updated employee directory and email lists, member districts and administrative contacts, completes workload study for MSSE employees and ensures completion for member district special educators;
12. Coordinates completion and filling of employment documents/requirements and conducts orientation with new employees, manages and confidentially receives required employee and contractor background checks, monitors personnel license status, renewal and employee mandated trainings, liaison with IDFPR CEUs;
13. Professionally greets visitors, staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs;
14. Completes general clerical duties including but not limited to answering calls and emails, creating and filing communications and documents, taking and distributing mail, contributing to efficient office functioning, providing back-up support to other positions in case of absence or work overload, and assists with building maintenance, security, and requirements;
15. Works independently toward project completion and accomplishment of personal goals handling multiple projects and deadlines;

16. Displays professionalism, honesty, integrity, ethical practice and confidentiality; follows designated schedule, attendance policy and is punctual; Performs other duties as assigned by the Director or designee.

Employees in this position must be able to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs.

**EXPECTATIONS:**

Adheres to designated work schedule maximizing time and attention to accomplish the work of the cooperative;

Performs and completes duties accurately within mandated timelines;

Maintains a high level of ethical behavior and confidentiality of information on behalf of the Board, Director, and all stakeholders;

Demonstrates the ability to work effectively with others contributing to a professional and positive work environment;

Displays fairness, patience, self-control, and impartiality in all interactions;

Communicates in an effective and courteous manner at all times;

Engages in professional development activities;

Follows policies and procedures of Mid-State Special Education cooperative;

Adheres to established rules, regulations, laws, and standards.

**SCHEDULING**

The normal work hours for this position are 8:00 a.m. to 4:00 p.m. At times, additional work may be required to meet deadlines and must be approved in advance.