



## **Job Description**

**Position Title:** Administrative Assistant to the Director of Special Education

**Employee Group:** Administrative Assistant

**Classification:** AA-L3

**FLSA:** Non exempt

**Supervisory Responsibilities:** None

**Reports to:** Director of Special Education

### **Qualifications:**

1. High school diploma or equivalent (additional related training desirable but not required)
2. Ability to communicate effectively and provide excellent customer service.
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Advanced computer skills and ability to operate office equipment.
5. Working knowledge of a student database

Preferred experience:

Job related experience in schools

Knowledge of software currently used in the district

Additional training or education related to Microsoft Office, Google Suite, Adobe Acrobat, and Infinite Campus.

### **General Responsibilities:**

Coordinates the collection, processing, and reporting of accurate district data to meet local, state, and federal requirements. Collaborates with team members to accomplish objectives established by the Director of Special Education. Adapts to the variety of responsibilities.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

### **ESSENTIAL FUNCTIONS-CURRICULUM & INSTRUCTION PROGRAM:**

1. Review Section 504 plans submitted by school psychologists and nurses. Track submission dates, annual review dates and re-evaluation dates for each plan.
2. Process all records requests from outside agencies and other school districts.
3. Coordinate all aspects of Medicaid billing including updating staff lists, caseloads

- and transportation logs.
4. Coordinate all aspects of Early Learner Screening
  5. Coordinate all department mailings
  6. Create and distribute 2 year old folders for families
  7. Track new student data
  8. Communicate professionally via telephone, email or other electronic systems.  
Promptly respond to inquiries from internal and external sources.
  9. Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
  10. Communicate with staff, and other outside agencies, based on the information or need that was requested.
  11. Provide confidential information and support to all special education staff.

### Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Special Education.
- Properly handles confidential matters relating to students, student records, families, and staff.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Knowledge, Skills, Abilities

- Written and verbal communication in English; write reports and business correspondence.
- Read and interpret documents such as local, state or federal reporting forms, procedure manuals, and governmental regulations.
- Ability to effectively present information and respond to questions from diverse groups of administrators, staff, and families.
- Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables. Problem solving with data requires independent interpretation of guidelines.
- Ability to maintain good relationships with others. Good human relations skills.
- Ability to use job-related equipment.
- Adapt to changing work priorities with interruptions.
- Ability to work independently

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials up to 25 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

### **Work Environment**

This job is performed indoors in a group office setting. The noise level in the work environment is low. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
April 2002  
October 2006  
May 2023