

**SECTION 310-F ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF STUDENT SERVICES**

Job Description

**QUALIFICATIONS:**

1. High school diploma (additional related training desirable, but not required).
2. Organizational skills, word processing skills and proficiency in oral and written communication skills.
3. Ability to operate office machines such as computer, copier, fax machine, and postal meter.
4. Knowledge of software applications, such as word processing, spreadsheets and database management currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.
6. Ability to perform duties of a sensitive and confidential nature.

**REPORTS TO:** Director of Student Services

**GENERAL RESPONSIBILITIES:**

Performs secretarial responsibilities necessary to accomplish objectives established by the Director of Student Services. Adapts to the variety of responsibilities. Presents a positive image in contacts with parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

**ESSENTIAL FUNCTIONS:**

1. Process correspondence, memos, and reports for the Director of Student Services, School Psychologists, and Special Education Teachers as assigned including evaluations, individual education program team reports, committee reports, agendas and minutes.
2. Answer telephones, take messages, screen calls, make appointments and schedule meetings. Act as a back-up for answering telephones, security system or other duties (scan lunch) for other offices.
3. Organize and maintain an efficient office.
4. Open, sort and screen mail for Director of Student Services.
5. Maintain confidentiality and loyalty to employer.
6. Prepare appropriate state and federal reports and annual count of children with disabilities. Cooperate with other offices, providing child count data
7. Assist teachers in developing annual local budgets and making purchases from grant funds.

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8. Process purchase orders, including numbering, coding, and recording for special education staff and assigned grant projects.
9. Process invoices and travel reimbursement, etc. and forward to the business office for payment for special education staff and assigned grant projects.
10. Inventory and label special education staff purchases.
11. Monitor CESA 5 and agreements with other school districts including 66.0301 agreements.
12. Coordinate, with the business office, billing costs for nonresident students with disabilities.
13. Attend meetings and trainings in regard to IEP system computer program. Assist the Director of Student Services in training staff to use program.
14. Maintain records of job postings and hires.
15. Prepare materials to be distributed to teachers and assistants, including budgets, parent rights, calendars, time sheets, performance evaluations.
16. Process time cards for teacher aides and homebound education teachers.
17. Coordinate substitutes for interpreters and vision support staff.
18. Assist in the development of summer school offerings, (including preparation of the handbook) and budget. Secure supplies for the program.
19. Receive summer school registrations. Schedule students in appropriate and requested classes. Refund overpayment of classes.
20. Assist in securing of teachers and aides. Prepare contracts.
21. Assist with the operation of summer school program.
22. Coordinate birth to three transition meetings between county, CESA 5 and school staff.
23. Maintain and keep current District student confidential files, special education class lists, and staff schedules. Destroy files per state and federal regulations.
24. Secure student records and forward under proper authorization as directed.
25. Submit School Based Services forms and maintain Medicaid records.
26. Coordinate Medicaid Administrative Claiming time studies.
27. Communicate need for transportation for children with disabilities to the bus company and parents.
28. Maintain school car driver applications and safety policy statements. Verify staff driving records.

**OTHER FUNCTIONS:**

1. Perform other responsibilities as assigned by the Director of Student Services.
2. Promote a positive image of the District at all times.

1<sup>st</sup> Reading – April 9, 2007

2<sup>nd</sup> Reading – May 14, 2007

Approved – May 14, 2007

Revised – September 14, 2015