

Administrative Assistant to the Special Education Supervisor

Reports to: Supervisor of Special Education

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Under general direction, serve as a confidential secretary and administrative assistant to the Special Education Supervisor, performing a wide variety of highly independent, difficult, and complex secretarial, clerical, and administrative support services for the Special Education Supervisor.

ESSENTIAL FUNCTIONS:

- Process all referrals and triennial evaluations and notify special education staff of components needed for evaluations;
- Check new referrals and triennial evaluations and notify case managers of missing components if needed;
- Monitor triennial and new referral timelines;
- Input data in PowerSchool;
- Complete Foster Care Report;
- Assist in Child Count;
- Manage Intent to Home School forms;
- Collect end of year testing on Home School students;
- Track students that are not in school;
- Type and print brochures to send to businesses for annual Child Find;
- Maintain active and inactive student records;
- Coordinate student data with Technology Coordinator;
- Assist with family life, homebound, transition and 504 plans;
- Typing, filing, copying and faxing on a daily basis;
- Generates all purchase orders and ordering of merchandise via fax, internet, or phone;
- Submits annual reports;
- Tracking indicators to be reported to state department;
- Manages textbook inventory;
- Orders and disperses textbooks as directed;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Other duties as assigned by the Special Education Supervisor

KNOWLEDGE, SKILLS AND ABILITIES:

Candidate must possess excellent oral and written communication skills as well as to be able to work effectively with teachers, principals, and district administrators. Candidate must possess knowledge of Special Education procedures and policies. Candidate must have organizational skills in collecting and organizing data.

EDUCATION AND EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices and procedures and clerical and secretarial experience.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

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.

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance, reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.