

POSITION DESCRIPTION

TITLE:	Special Education Administrative Assistant	SUPERVISOR:	Director of Special Education
DEPARTMENT:	Administrative Assistants	CLASSIFICATION:	Support Staff

I. Accountability Objectives:

Under administrative direction, performs responsible office work involving independent judgment and initiative; serves as the administrative assistant to the Director of Special Education; performs related work as required.

II. Position Characteristics:

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 200 Days

III. Position Relationships:

Reports to: Director of Special Education

Coordinates with: Director of Special Education; building principal; building staff; students

IV. Position Qualifications:

A. Desired Experience and training:

Graduation from high school supplemented by advanced administrative assistant training; recent responsible administrative assistant experience; computer/word processing experience and/or training; knowledge of office machines; experience in public relations and communications.

B. Special requirements of the position:

1. Ability to operate computer and a variety of office machines, and a knowledge of modern office methods.
2. Ability to understand and carry out oral and written instructions.
3. Ability to maintain confidentiality of information about students, parents, staff.
4. Ability to establish and maintain good public relations.
5. Knowledge of business English, spelling, and composition.
6. Ability to communicate and relate effectively with district staff, students, parents, and public.
7. Ability to maintain accurate and complete records, and to prepare clear and detailed reports.
8. Ability to organize and complete projects in a timely manner.

V. Position Responsibilities:

- A. Yearly mailing/tracking of Medicaid consent forms.
- B. Send yearly rosters.
- C. File, track, mail, or destroy inactive files/graduate files.
- D. Contact parents to set up meetings.
- E. Create and mail all invitations, meeting notifications and teachers reports to staff, parents, and other outside agencies for meetings.
- F. Maintain IEP meeting calendars.

- G. Create and update monthly IEP meeting calendars.
- H. Contact parents and staff for initial evaluations and re-evaluations.
- I. Do all appropriate initial and re-evaluation paperwork for Director of Special Education to review.
- J. Mail and post IEP meeting information.
- K. Update IEP/case load spreadsheets and Infinite Campus information.
- L. Create new student file folders/records of inspection.
- M. Maintain RTI folder.
- N. Keep detail documentation of all of the above.
- O. Other miscellaneous duties as assigned.