

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF SPECIAL EDUCATION

JOB TITLE: Administrative Assistant to the Director of Special Education
DEPARTMENT: Chequamegon School District
REPORTS TO: Director of Special Education and School Psychology
WORKERS SUPERVISED: Speech
POSITION SUMMARY: Provides secretarial support to the Director of Special Education.

QUALIFICATIONS:

Education: One year secretarial science program.

License/Certification: Special Education Software Certificate.

Experience: One year related work experience.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

ESSENTIAL JOB FUNCTIONS/TASKS:

1. Schedule evaluations, IEP's, appointments, meetings, and workshops for SE staff.
2. Answer telephone, take messages, provide information, assistance and answer questions to district personnel and the public.
3. Screen, prioritize, and relay calls and messages to appropriate personnel.
4. Compose, type, and proofread correspondence, letters, memos and other documents.
5. Maintain special education office supplies/inventory and order annually or when applicable.
6. Verify invoices from outside providers, forward invoices to district office for payment.
7. Prepare, photocopy and coordinate production and distribution of materials to appropriate personnel.
8. Type, post and distribute job vacancies within SE.
9. Distribute master schedules for aides; maintain current schedules for substitutes when necessary.
10. Maintain filing system for Special Education files, personnel files, SBS files, inactive files and other documents.
11. Prepare annual SBS documentation requirements i.e. physician prescriptions, physician annual notice, health plans, attendance, quarterly reports, monthly billing logs, monitor updates/changes, set-up Extended School Year billing logs.
12. Compile, run and transfer annual DEC 1 report, obtain administrators signature to submit with report.
13. Operate computer to enter, retrieve, review or modify data, utilize word processing, database and software programs.
14. Set up all ESY (Extended School Year) bussing, IEP's copied, schedule related service.
15. Attend evaluations/IEP meetings to type information dictated on state/federal forms.
16. Year-end, file all quarterly goal reports in special education files.
17. Coordinate due dates for School Performance Report, enter data and submit to DPI.
18. Update students, grades, placements, FTE's, services, staff, programs and assignments.
19. Complete and run year-end reports to update to new school year.
20. Copy all IEP's by class lists, for Elementary regular education teachers.

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21. Load SE software updates annually, download SE maintenance packs as they become available.
 22. Coordinate SE bus transportation, including contact information for emergencies.
 23. Monitor bus radio throughout the school day for changes, updates and emergencies.
 24. Set up OT/PT schedules, including PT swimming schedule.
 25. Send annual reminder notices to all SE personnel for expiring licenses coming due.
 26. Coordinate Parent Advisory Committee meetings; send invites to all committee members, schedule location of meeting with building principal.
 27. Schedule Senior Exit meetings, including preparing graduation notices and maintenance and destruction of school records.
 28. Submit annual (training) mini grant to CESA #12 by May due date.
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ESSENTIAL REQUIREMENTS:

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to protect students, equipment, materials and facilities.

Competencies:

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

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Written Expression — The ability to communicate information and ideas in writing so others will understand.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date