

ADMINISTRATIVE ASSISTANT - SPECIAL EDUCATION

PURPOSE: The assistant provides administrative support to the Director of Special Education. To accomplish this, the assistant must work closely with staff and administration of the district.

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Experience preferred.
3. Computer knowledge and experience preferred.
4. Excellent communication and organizational skills.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of Special Education

JOB GOAL: The Special Education Administrative Assistant performs a wide variety of support service tasks to help assure the smooth, efficient operation of the Special Education Department.

FULL/PART-TIME: Full-time

FLSA: Non-exempt from overtime

BOE APPROVAL: 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintain model standards of strict confidentiality.
2. Demonstrate punctuality and consistent job attendance.
3. Set appropriate priorities and work well under deadlines.
4. Be detailed oriented and exhibit initiative in performing job functions.
5. Type accurately and proficiently.
6. Exercise good judgment and work efficiently in an environment with frequent interruptions.
7. Maintain an accurate and confidential file for all district special education students and maintain inactive files for exited students.
8. Demonstrate excellent judgment and decision-making skills regarding response to requests for information.
9. Demonstrate accurate skills in basic math, including calculations using fractions, decimals and percentages.
10. Demonstrate use of correct grammar (written and oral) and punctuation.
11. Communicate effectively and courteously with public and private agencies concerning services for the district's special education students.
12. Communicate effectively and courteously with patrons, staff, personnel of other agencies, and others, in person and via the telephone and computer.
13. Greet and respond to the staff/public in a cordial, courteous manner; answer the telephone and relay messages; schedule appointments, if requested; and, act as the department receptionist.
14. Use a variety of web-based programs to submit required reports.
15. Type a variety of material, e.g. letters, reports, memos, etc. utilizing standard word processing.

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16. Maintain and compute the following: student counts for funding, data entry, student records, staff records (including staff lists), fiscal records (including petty cash), library inventory, child-find activities; supply and material ordering and distribution; assessment records; inventory records; inservice requirements; all records and reports required by Special Education law; staff travel reimbursements; and, other accountability documentation, as requested.
17. Request and send special education records.
18. Provide needed documentation for personnel and Medicaid audits.
19. Quarterly and annual reporting, staff pool lists and calendars to Professional Consulting Group (PCG).
20. Report special education personnel for personnel report to Kansas State Department of Education including para inservice hours.
21. Compile information and coordinate data for September 20 and December 1 data collection dates.
22. Coordinate the billing of Medicaid claims and checking for eligibility (parent consent & physician authorization).
23. Coordinate WebKIDSS (IEP platform) and assist staff. This requires a basic knowledge of html coding and ability to learn html.
24. All clerical work for Special Education Director (includes filing, word processing, etc.).
25. Organize information, and assist with managing extended school year (ESY) services.
26. Attend pertinent workshops and training sessions.
27. Maintain an annual log of inservice hours and Management Information System (MIS) database hours, as required for state special education funding.
28. Maintain all special education program records in compliance with state and federal guidelines and district policy(ies).
29. Efficiently use database applications, accounting software, internet applications, e-mail, spreadsheets, and word processing software (including Google).
30. Assist with the financial tracking of special education expenditures.
31. Comply with applicable federal, state, district and local laws, rules and regulations.
32. Prepare purchase order transmittals for approval.
33. Earns and/or maintains Data Quality Certification with the State of Kansas annually.
34. Maintain an adequate inventory of office supplies.
35. Maintain a neat office environment.
36. Assist other Central Office staff, as necessary.
37. Professionally represent the school and the district in interactions with parents, community, staff, and students.
38. Follows the building dress code while being a good role model for students.
39. Complete other duties as assigned by the Director of Special Education or Superintendent.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in board policy *GCI Classified Employee Evaluation*.

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PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.