



# Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

[www.smithton.k12.mo.us](http://www.smithton.k12.mo.us) Fax: 660-343-5389

David Bray  
Superintendent  
660-343-5316

Andrew Turner  
Principal PS-6  
660-343-5317

Jonathan Petersen  
Principal 7-12  
660-343-5318

Bryan Werner  
Asst Principal  
660-343-5318

Dawn McNeeley  
Special Services  
660-343-5318

Bryan Werner  
Athletic Director  
660-343-5318

**POSITION:** Special Education Department Administrative Assistant

**QUALIFICATIONS:** Minimum education requirement is a High School Diploma

**REPORTS TO:** Special Education Director

**JOB GOAL:** To work alongside Special Education Department personnel and District staff to maintain and improve the daily operation of the school district.

## GENERAL RESPONSIBILITIES:

1. Types correspondence, forms, reports, notices, and other documents necessary or as required.
2. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
3. Maintains a regular filing system and processes incoming correspondence including special education documentation.
4. Places and receives telephone calls and records messages in a courteous and professional manner.
5. Maintains a schedule of upcoming deadlines for Special Education compliance, etc.
6. Gather information and begin the process for special education evaluations.
7. Collect payments from students and staff for lunch, fundraisers, etc and balance daily receipt ledger.
8. This is only a general listing and is not meant to include every duty that may be included in the day-to-day operations.
9. Perform other appropriate duties as assigned.

**TERMS OF EMPLOYMENT:** Ten months a year with a minimum work week of 37.5 hours and with a salary established annually by the Board of Education.

**EVALUATION:** Performance of this position will be evaluated with provisions of the board policy on evaluation of classified personnel.

Encourage



Engage



Educate