



BOARD OF COOPERATIVE EDUCATIONAL SERVICES
301 W. POWELL * PO Box 98, HAXTUN, CO 80731 * 970-521-2771

Job Description: Special Education Administrative Assistant

QUALIFICATIONS: Decided upon by Director of Special Education

REPORTS TO: Director of Special Education

JOB GOAL: To provide office assistance and technology support for the Director of Special Education and others, as needed, to assure efficiency and effective operation of the office.

RESPONSIBILITIES:

1. Answer incoming phone calls, direct calls to employees, or take messages
2. Complete meter readings for copiers and order and maintain copier toners for all copiers
3. Make hotel reservations for the Director of Special Education and other staff, as needed, to attend meetings and/or professional conferences
4. Effectively use a word processor, spreadsheet and other software programs, as needed, to prepare memos, documents, flyers and reports as directed by the Director of Special Education and as needed by other employees
5. Make copies of memos, documents, reports and mail, file, or distribute such correspondence as directed by the Director of Special Education
6. Input and score computer test protocols as needed by staff
7. Prepare the BOCES school wide calendar, contents of the beginning of year packets and other resources for schools and employees annually
8. Advertise for vacant positions via websites and advertisements in local newspapers, respond to vacancy inquiries, and set up appointments for interviews with applicants
9. Manage the BOCES website by making updates to the website, as necessary, to keep the information current, including the professional development offerings
10. Update and make copies of the Special Education Resource Manual and distribute to superintendents, principals, special education teachers, and staff, as needed.
11. Assist in the facilitation of staff meetings and trainings, including room set-up, arrangement of food, clean-up, supplies, equipment, etc.

12. Assist in scheduling employees for evaluations with the Director of Special Education
13. Complete the end-of-year special education discipline report annually and other reports as designated by the Director of Special Education
14. Maintain weekly schedules for special education and related service provider staff members
15. Assist in compiling the Extended School Year list of eligible students, send parent letters, and complete and send the provider letters, as designated by the Director of Special Education
16. Assist with management of the BOCES AIMSWEB progress monitoring online program, assign users, and provide technical assistance to users as needed
17. Manage the STAR Autism Support (SAS) resources, including online media access, SOLS, SOLER, etc, to provide allowable access as requested by resource teachers and other BOCES staff
18. Coordinate the Master Teacher and the Autism Certification Center subscriptions and assign user names to para educators and others to access this or another professional development program
19. Complete the end-of-year checkout with employees
20. Copy and send final Individual Education Plans to parents and resource teachers, and others, as designated by the Director of Special Education and Special Education Coordinators
21. Develop and maintain current contact information for school personnel, agencies, and employees of the BOCES and update the contact sheets and email addresses as needed
22. Order and maintain necessary supplies for the office and staff members including name tags, business cards, file folders, forms, etc.
23. Supervision of assigned personnel
24. Fulfill any other responsibilities as designated by the Director of Special Education

TERMS OF EMPLOYMENT: 12-Month

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy by the Director of Special Education.