

RICHMOND HEIGHTS LOCAL SCHOOLS

447 RICHMOND RD. RICHMOND HTS., OHIO 44143 PHONE: 216-692-0086 FAX: 216-692-2820

"It's the Dawning of a New Day"

Attachment #22

Administrative Assistant for Special Education and Educational Services

Job Title: Administrative Assistant for Special Education and Educational Services
(Non RHEA)

Reports To: Directors of Special Education and Educational Services

Job Objectives: Provide administrative support services necessary for various central office departments.

Contract Days: 260 days

Compensation: Commensurate with experience

Minimum Qualifications:

- High school diploma and administrative support experience are desirable.
- Multitasking ability, strong diplomacy skills, and strong customer service focus.
- Ability to compute mathematical data accurately. Maintain accurate records while retaining confidentiality.
- Proficient in the use of computer software including spreadsheets, word processing, and Google Suite.
- Displays flexibility, reliability, self-discipline, and a willingness to take on challenging tasks.
- Documentation of a clear background check.

Essential Duties:

- Possess good organizational skills
- Possess good verbal and written communication skills
- Organize and maintain a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Maintain confidentiality of privileged information.
- Use a computer to prepare and process information including, but not limited to, special education handbooks, forms, test protocols, due process, test scoring, attendance and student assessment information.
- Assist with the child management system.
- Collect and process all Individual Education Plans (IEP).
- Send out appropriate letters/invitations as required by IDEA for IEP/ETR meetings.
- Track out of district, court placed, and home instruction students.
- Prepare contracts, review budgets, prepare purchase orders.
- Ability to coordinate calendars of Directors and schedule meetings.
- Collect and compile statistical data as directed.
- Input attendance data as mandated by law.
- Ability to work well either alone or as part of a team.
- Other duties as assigned.

Mission: Prepare individual learners to navigate an evolving global community using 21st century competencies

www.richmondheightsschools.org

RICHMOND HEIGHTS BOARD OF EDUCATION JOB DESCRIPTION

Title: ADMINISTRATIVE ASSISTANT FOR SPECIAL EDUCATION AND EDUCATIONAL SERVICES

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

(Print Name)

(Signature)

(Date)