

## NCESD School District

### Job Description – Administrative Assistant – Special Education

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<b>Title:</b>	Administrative Assistant
<b>Department:</b>	Special Education & Administration Support
<b>Classification:</b>	Classified
<b>Supervised by:</b>	Superintendent or Designee
<b>Work Year:</b>	Assigned by Superintendent

#### **Job Purpose Statement:**

This position provides administrative support to various functions of special education, speech services, administrative support at the District Office.

#### **Job Qualifications: Education and Experience:**

- High School diploma or equivalent;
- 72 quarter hours of accredited college or equivalent education or successfully passed Work Keys Test in the areas of Math, Reading, and Business Writing – *Preferred*
- Training in Clerical and Office Management - *Preferred*
- Excellent use of technology applications such as Excel, Word, and web-based software.
- Excellent organizational skills

#### **Licenses, Certifications, Bonding, and/or Testing Required:**

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

#### **Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist the Special Education and Speech Staff with maintaining records of IEP's and 504 plans;
2. Organize and maintain files of special education and 504;
3. Enter and maintain data for special education students and personnel claims in Synergy;
4. Schedule Parent-Student-Staff IEP and 504 meetings;
5. Provide classroom support with materials and supplies;
6. Provide secretarial support for immediate supervisor and staff as directed;
7. Provide assistance to students, staff, parents and visitors entering special education office;
8. Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls;
9. Prepare correspondence, memorandums, reports and other written correspondence as required;
10. Maintain and prepare various forms, reports, files and records as requested;
11. Maintains inventory of supplies and materials for the purpose of ensuring items' availability;
12. Frequent dissemination of procedures to parents and school personnel is required, responding to frequent; telephone inquiries, relaying or recording messages accurately to or for appropriate personnel;
13. Correspond daily with teachers regarding updates, orders and/or other miscellaneous requests
14. Have working knowledge of filing and maintenance of special education records;

*North Central Education Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act*

*Updated February 10, 2021*

15. Have working knowledge of the Department of Children's Services and the Social Security Department's requests for records and information;
16. Perform duties such as filing, typing, faxing, copying, etc., as necessary and requested;
17. Must comply with federal, state and local statutes and regulations, school board policies and administrative regulations and school level policies and procedures;
18. Perform other duties as assigned by the Special Education Director.

**Educational Skills:**

**Language & Communication:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to speak effectively with other employees and/or students
- Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from individuals or groups.

**Mathematical:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to apply concepts of basic algebra and geometry.
- Ability to make accurate mathematical computations or apply standardized statistical procedures.

**Reasoning Ability:**

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

## **Physical Requirements:**

1. **In an eight-hour day employee may:**

- |               |                               |   |                                  |   |
|---------------|-------------------------------|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs            |
| b. Sit        | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs            | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive      | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs            |

2. **Employee may use hands for repetitive:**

☒ Single Grasping      ☒ Pushing and Pulling      ☒ Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

☐ Yes      ☒ No

4. **Employee may need to:**

- |                 |                                     |  |                                     |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend         | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat        | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift         | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. **Lifting:**

☐ **Sedentary Work:** Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.

☒ **Light Work:** Lifting 25 pounds occasionally with occasional sitting and occasional standing/walking.

☐ **Medium Work:** Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

## **Mandatory Child Abuse Reporting**

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

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## **Agreement**

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my job description may be revised or updated at any time, and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to perform the principle functions required of this position, the level of knowledge and the skill typically required, and the scope of responsibility.

I, \_\_\_\_\_ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

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**Employee Signature**

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**Date**