

Administrative Assistant to Director of Special Services

Purpose Statement

The job of Administrative Assistant to Director of Special Services is done for the purpose/s of providing complex and confidential, individualized, instructional support; administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient and confidential operation of support functions; and coordinating assigned projects and site activities.

This job reports to Director of Special Services

Essential Functions

- Administers electronic IEP Management System for the purpose of implementing Special Services Programs.
- Assists caseworkers for the purpose of providing accurate support for District casework processes.
- Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations, and preparing information for Director.
- Coordinates a variety of purchasing processes (e.g. for office, staff, student IEP needs, etc.) for the purpose of ensuring implementation of Individualized Instructional Programs.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, student services, summer programs, travel for staff, etc.) for the purpose of completing program processes and delivering services in a timely fashion.
- Develops Special Services contracts for various services needed by students for the purpose of ensuring accurate provision of contractual services.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, student files, staff, attendance reporting for staff, timesheets, time and effort affidavits and logs, etc.) for the purpose of providing up-to-date, accurate information, historical reference and appropriate document destruction in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of Director (e.g. program components, meeting arrangements, account balances, work order status, communications, etc.) for the purpose of achieving goals for Special Education processes and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, contracts for federal funds, etc.) for the purpose of documenting activities, providing written reference, and conveying information.

- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and disseminating information to existing personnel.
- Processes and tracks a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, state and federal budgets for Special Education, etc.) for the purpose of ensuring that primary program processes are completed in compliance with administrative guidelines and regulatory requirements.
- Represents Director in his/her absence for the purpose of conveying and gathering information required for administrative functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; solving problems; superior ability in communicating orally and in writing; exceptional customer service skills required for Special Services; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; state and federal grants; rules, regulations defining Special Education programming; knowledge of educational support personnel needed; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing spreadsheets and necessary documents; communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions, while maintaining a positive and productive attitude.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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