

Administrative Specialist - Case Workers

Purpose Statement

The job of Administrative Specialist - Case Workers is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support for case managers, including completing eligibility and IEP paperwork; conveying information regarding federal requirements and procedures; ensuring efficient operation of support functions; communicating with parents; and coordinating assigned projects and site activities.

This job reports to Director of Special Services

Essential Functions

- Compiles data from a wide variety of sources for the purpose of preparing reports and providing historical verification for assigned administrator.
- Coordinates a wide variety of meetings and Special Services functions (e.g. meetings, in-service events, parent contacts, all items in Special Services packets for students, etc.) for the purpose of completing activities and delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and training seminars 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, periodic Special Services reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Presents information on Special Services for the purpose of orienting new participants and disseminating information to existing participants.
- Processes a wide variety of documents and materials for the purpose of disseminating information in compliance with administrative guidelines and regulatory requirements.
- 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.
- Utilizes the IEP management system for the purpose of reviewing and processing confidential documents for accuracy.

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 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; superior written and oral communication skills; excellent customer service skills; and organizing 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: business telephone etiquette; common office machines; concepts of grammar and punctuation; understanding of SPED Advantage; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data 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; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions, in a calm and productive manner.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

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

Education: Community college and/or vocational school degree 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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