



JOB DESCRIPTION

JOB TITLE: Administrative Assistant - Special Education Department
DEPARTMENT: Special Education
REPORTS TO: Assistant Superintendent for Special Education

JOB SUMMARY: To provide secretarial and support services for the Special Education Department as needed for program coordination, bookkeeping, clerical services, data processing, and other related support services required by the department, local school districts, teachers, parents, students, administrators, and school board.

ESSENTIAL DUTIES and RESPONSIBILITIES *include the following. Other duties may be assigned by Administration.*

1. Follow all established Board policies, practices, and procedures in terms of duties and responsibilities of the position as delegated by the Assistant Superintendent for Special Education or designated supervisor.
2. Provide administrative assistant and receptionist duties for the Special Education Department.
3. Develop and maintain positive interpersonal and public relationships projecting a positive public relations image of the RESD and its programs and services.
4. Use excellent written, verbal and telephone communication skills with parents, staff and community members to effectively assist administrators in coordinating and promoting programs and services.
5. Use various and emerging technologies to prepare correspondence, surveys, reports, grants, forms, notices, workshop materials, listservs, data bases, and other work as requested or required to assist the Special Education Department in the coordination of programs and services.
6. Maintain data collection of information concerning Special Education (Part B and C) and all other required state data collections (MSDS).
7. Maintain student files in CEO to ensure presence of the following documents:
 - Consent for Evaluation
 - REED – Renew of Existing Evaluation Data
 - MET – Multi Disciplinary Evaluation Team and Reports
 - Individualized Educational Plan
 - Notice for Provision of Services
 - Other – Medicaid, Medical Information, Releases, etc.

8. Verify signatures and completion of information on all Special Education forms (IEPs, REED, MET, 30-Day Placement, Exit, Revocation, Non-Public Service Plans, etc.)
9. Receive, record and distribute Transfer Student records for RESD Special Education programs.
10. Receive materials and assist the Special Education Administrators in developing a response to all confidential materials pertaining to Special Education.
11. Obtain and organize financial data including purchase orders, invoices, reports, purchase card reconciliations, etc.
12. Process monthly travel vouchers for Special Education staff.
13. Organize, copy and prepare materials for department use, professional development training, and/or other events.
14. Organize, prepare, set-up, and clean-up for meetings and professional development workshops, including refreshments, meals, technology, handouts, correspondence with presenters, registrations, reports, facilities and any other arrangements as requested or required.
15. Receive and distribute mail for Special Education Administrators.
16. Maintain satisfactory working relationships with coworkers.
17. Maintain honesty and integrity in all working relations and job functions.
18. Maintain discretion and confidentiality of all information handled in the office to protect individuals' and students' rights to privacy and the confidentiality of records maintained at the RESD.
19. Perform other assigned duties and responsibilities not in conflict with Board policy, conditions of employment, and as outlined in the negotiated Master Agreement as assigned by Department Administration.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements listed 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.*

EDUCATION and/or EXPERIENCE

Minimum requirement of high school diploma plus two (2) or more years of secretarial or office experience/training. Associates Degree in business related field preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

LANGUAGE SKILLS

Must be able to communicate effectively with Administration, Staff, co-workers, teachers, parents/guardians and the general public. Must be able to read, comprehend and analyze instructions, correspondence, memos, and reports. Must be able to compose appropriate correspondence and reporting with clear and concise information utilizing proper spelling and grammar.

MATHEMATICAL SKILLS

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.

REASONING ABILITY

Ability to apply common sense and reason to understand and carry out detailed and often multiple written and oral instructions. Ability to apply problem-solving skills to standard situations.

OTHER SKILLS and ABILITIES

Must demonstrate cooperative and effective communication skills, both oral and written, and apply active listening skills with people and situations.

High level of proficiency in office procedures, personal computers and related office software applications such as word processing, databases, spreadsheets, desktop publishing, presentation and automated data processing systems.

Able to prioritize tasks, adapt to change and/or new requirements and procedures with ease, focus and determination.

Must demonstrate professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

Able to work independently and/or collaboratively to complete multiple and/or complex projects in order to meet the objectives set by Department Administration.

PHYSICAL DEMANDS & WORK ENVIRONMENT *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, see and hear. The employee will frequently use hands and fingers to handle, grasp, feel and hold, and reach with hands and arms. The employee may occasionally lift and/or move up to 50 lbs. Frequent fine finger and hand dexterity is used in the operation of a personal computer. Specific vision abilities required by this job include close vision.

This job is performed in a generally clean and healthy environment. The noise level is generally low.

In the performance of this job, the individual may occasionally come in contact with unruly students and/or adults, and/or be exposed to blood, bodily fluids, and tissue.

OTHER INFORMATION

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee in this position. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor or designee, Superintendent, and/or appointing authority.

Signature below signifies that employee has reviewed the contents of his/her job description and that the individual is aware of the requirements of said position. In addition, the employee agrees that he/she shall remain free of any alcohol or controlled substance abuse in the workplace throughout his/her employment in the District.

Employee

Date

NOTE: Applicants desiring disability accommodations should contact the supervisor and/or Human Resources.

Statement of Compliance with Federal Law

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 [\(989\) 386-3851](tel:9893863851).