

POSITION DESCRIPTION

Position Title:	Administrative Assistant
Assignment:	Special Programs and Services
Department:	Special Programs and Services
Labor Relationship:	ESPA
Date Originated:	
Date Revised:	03/1998; 09/2016; 06/2022
Date Removed:	
Reports To:	Supervisor of Special Programs and Services

Position Definition: The **Administrative Assistant** is responsible for the direct support of the Supervisor of Special Programs and Services.

Relationship: The **Administrative Assistant** is directly responsible to the Supervisor of Special Programs and Services.

Qualifications:

Education/Experience:

- ☒ High school diploma or GED.
- ☒ Minimum three (3) years' secretarial experience, preferred.

Skills/Knowledge:

- ☒ Demonstrates advanced computer skills, including a thorough knowledge of Windows and Microsoft Office Suite, and proficient use of departmental computer software.
- ☒ Demonstrates the ability to work in a team environment.
- ☒ Demonstrates secretarial skills to effectively use office equipment, including, but not limited to, phone system, fax machine, copier, scanner, computer, and calculator.
- ☒ Demonstrates the ability to maintain complete confidentiality.
- ☒ Demonstrates excellent interpersonal skills, demonstrated by patience, understanding, and congeniality.
- ☒ Demonstrates excellent oral and written communication skills.
- ☒ Demonstrates the ability to organize, plan, and manage job responsibilities in order to complete assignments with minimal supervision.
- ☒ Demonstrates the ability to complete tasks with attention to detail and accuracy.
- ☒ Attends work regularly at assigned work hours subject to lawful leave rights and responsibilities.
- ☒ Proficient data collection and entry skills.
- ☒ Demonstrates the skills to provide the highest level of customer service, with patience and knowledge of the department's services.

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Physical:

- ☒ Ability to stand, bend, stoop, sit, lift, reach, and communicate (vision, hearing, and speech) to effectively carry out functions, duties, and responsibilities.
- ☒ Ability to independently ambulate in and around work areas.
- ☒ Ability to travel to and from assigned work locations without employer support.
- ☒ Ability to sit for long periods of time (3 hours).
- ☒ Ability to exhibit appropriate manual dexterity to effectively carry out functions, duties, and responsibilities.

Authority: The **Administrative Assistant** will have the authority to perform all functions listed below in accordance with established policies and procedures.

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:

- ☒ Handles all secretarial duties, including, but not limited to filing, typing, data entry and review, electronic filing, and correspondence.
- ☒ Works with curriculum, student records/files, and teacher and related services staff requests.
- ☒ Answers telephone, responds to requests, and takes messages.
- ☒ Handles forms, information, cumulative records, warehouse requisitions, memos, and purchase orders.
- ☒ Maintains class lists, printouts, and computer information/data in all SPS student data systems.
- ☒ Processes entry/withdrawal forms and keeps student records up-to-date in the electronic student records system.
- ☒ Distributes reports, forms, and requested information to parents, agencies, and the public.
- ☒ Handles incoming and outgoing mail.
- ☒ Completes orders for office use, supervisors, and teachers in eSchoolmall system.
- ☒ Types forms, letters, and memos, as well as formats forms as directed by supervisor.
- ☒ Assists in typing and scheduling staff evaluations.
- ☒ Types and distributes Notice of Intent to Conduct Reevaluations and Opening Day Parent Letters.
- ☒ Maintains schedule for itinerant staff and supplies necessary student forms and track absences.
- ☒ Keeps accurate records of receipts of CBI funds dispersed to staff under assigned supervisor.
- ☒ Makes appointments, coordinates meeting arrangements, and assists in managing supervisor's Outlook calendar, including sending invitations to meetings.

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Essential, continued:

- ☒ Handles scheduling, facilities requests, and set-up for meetings, and prepares all handouts, agendas, etc. for supervisor.
- ☒ Uses spreadsheets to manage data files for supervisor.
- ☒ Maintains assigned website pages and informational publications related to their specific program assignment.
- ☒ Assists supervisor with state and Federal budget requirements related to their specific program assignment, if appropriate (Nonpublic, EI, Corrections, TaC).
- ☒ Completes required Human Resources forms related to staff hiring, transfers, and position openings.

Secondary:

- ☒ Provides secretarial help for teachers and related services staff as needed.
- ☒ This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other duties as assigned.