

**POSITION DESCRIPTION**

---

|                            |                                                     |
|----------------------------|-----------------------------------------------------|
| <b>Position Title:</b>     | <b>Administrative Assistant</b>                     |
| <b>Assignment:</b>         | Assistant Director of Special Programs and Services |
| <b>Department:</b>         | Special Programs and Services                       |
| <b>Labor Relationship:</b> | ESPA                                                |
| <b>Date Originated:</b>    |                                                     |
| <b>Date Revised:</b>       | 02/1998; 09/2016; 06/2022                           |
| <b>Date Removed:</b>       |                                                     |
| <b>Reports To:</b>         | Assistant Director of Special Programs and Services |

---

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

**Relationship:** The **Administrative Assistant to the Assistant Director of Special Programs and Services** will be directly responsible to the Assistant Director of Special Programs and Services.

**Qualifications:**

Education/Experience:

- ☒ High school diploma or GED.
- ☒ Minimum five (5) years' successful experience as an Administrative Assistant.

Skills/Knowledge:

- ☒ Demonstrates advanced computer skills, including a thorough knowledge of Windows and the 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 and technology, 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.

**Helping Children Learn**

*"CLIU is a service agency committed to Helping Children Learn."*

**POSITION DESCRIPTION**

---

***Administrative Assistant to the Assistant Director of Special Programs and Services***

***Page 2***

---

*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 to the Assistant Director of Special Programs and Services** 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, electronic filing, typing, data entry, maintenance of data systems and shared drives, and correspondence.
- ☒ Answers telephone, responds to requests, and takes messages.
- ☒ Works with pupil records/files and support staff requests.
- ☒ Creates, processes, revises, updates, and maintains data systems, forms, purchase orders, and letters.
- ☒ Maintains staff lists, printouts, and computer information/data in all SPS student and staff data systems.
- ☒ Distributes reports, forms, and requested information to parents, agencies, and the public in a timely manner.
- ☒ Handles incoming and outgoing mail.
- ☒ Completes orders for office use, Assistant Director, and other staff in eSchoolmall system.
- ☒ Types forms, letters, and memos, as well as formats forms, as directed by Assistant Director.
- ☒ Assists in typing and scheduling staff evaluations.
- ☒ Makes appointments, coordinates meeting arrangements, and assists in Assistant Director's Outlook calendar, including, but not limited to, sending invitations to meetings.
- ☒ Handles scheduling, facilities requests, and set-up for meetings, and prepares all handouts, agendas, etc. for Assistant Director.
- ☒ Distributes minutes, types agendas, and handles arrangements for meetings.
- ☒ Uses Excel worksheets to manage data files for Assistant Director.
- ☒ Maintains assigned website pages and informational publications related to specific assignment.

**POSITION DESCRIPTION**

---

***Administrative Assistant to the Assistant Director of Special Programs and Services***

***Page 3***

---

*Essential, continued:*

- ☒ Completes required Human Resources forms related to staff hiring, transfers, and position openings.
- ☒ Maintains correspondence, informational, and Special Programs and Services billing files, and informs staff of necessary information.
- ☒ Annually updates and distributes special education publications and Child Find Notice.
- ☒ Assists Assistant Director with IDEA Federal Projects, Special Education Plan, Child Accounting, Special Education billing, SPS Student data systems, and end-of-year procedures.

*Secondary:*

- ☒ Provides secretarial help for 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.