Department: Special Education in Institutional Settings  
Title: Temporary SEIS Administrative Assistant  
FLSA Status: Non-Exempt  
Reports to: Associate Director for Operations  
Salary: Hourly rate negotiated based on position scale  

Purpose: The SEIS Administrative Assistant is the primary support person for the SEIS Contract Administrator and SEIS Associate Director for Operations; performs diversified, highly confidential administrative duties for the Contract Administrator and Associate Director, as well as the Human Resources Department, the Professional Development Department and the Business Office; represents the agency and the SEIS contract to the public.

Essential Functions:
● Accurately maintain databases for SEIS, ensuring that data is well organized and kept up-to-date
● Analyze and report data and provide clear, organized reports to stakeholders
● Organize and track files and data
● Support SEIS through a myriad of essential administrative tasks, under the direction of the Contract Administrator and Associate Director for Operations, including, but not limited to: copying, filing, printing, and organizing
● Regularly operate a computer and other office productivity machines, including multipurpose copier and printers.

Communication
● Maintain positive and effective communication with staff at the Departments of Elementary and Secondary Education, Mental Health, Public Health, Youth Services and County Houses of Correction, as well as CES SEIS staff, including SEIS Coordinators.
● Prepare agendas, handouts and presentation materials; transcribe and distribute minutes
● Send meeting invitations/notifications and agendas
● Collaborate with other SEIS Assistants

Recordkeeping
● Provide typing, data entry support and generate reports for the SEIS Contract Administrator and Associate Director for Operations
● Maintain the SEIS Employee Database and the ability to provide reports/up to date information as needed
● Collect all documents necessary for the hiring of new staff, beginning with the contract request form and all documentation of qualifications and, upon approval from the SEIS Contract Administrator, forward hiring request packets to CES Human Resources office
● Generate a school calendar each year and maintain precise records of school cancellations throughout the year to insure the proper calculation of the last day of school
● Collect and copy the monthly/quarterly special education reports from individual sites and forward to designated data specialist
● Oversee the appropriate completion of all purchase orders and contracts for services

Updated August 7, 2019
● Ensure Master Schedule is posted annually, complete, comprehensible, and updated as needed
● Collect and review all SEIS timesheets and leave requests; submit to business office after approved by SEIS Contract Administrator

Data:
● Maintain, analyze and report data on all essential functions of the position
● Use data to promote continuous improvement of job performance and program outcomes

Other Duties and Responsibilities:
● Assist SEIS Associate Director for Operations to ensure successful completion of SEIS goals
● Screen and distribute phone and written correspondence for the SEIS Contract Administrator
● Update SEIS Contract Administrator of all concerns and needs in the host agency sites
● Provide all SEIS Associate Directors and Coordinators with administrative support as needed/requested
● Assume any and all responsibilities as assigned by the SEIS ContractAdministrator and Associate Director for Operations
● Use all SEIS resources according to established policies and procedures
● Develop competencies to apply CES’s social justice and equity principles in daily work

Qualifications:
● Demonstrated superior skills in all aspects of administrative skills (Associate's degree preferred or demonstrated equivalent experience)
● Demonstrated strong computer skills
● Type accurately, efficiently; proofread own and other’s work
● Take minutes and dictation (transcribe)
● Proficient at MS Word, Excel, database updating, Google tools
● Strong communication/problem solving skills
● Ability to multitask and prioritize work effectively
● Ability to maintain strict confidentiality
● Ability to interact effectively with diverse population
● Create and maintain accurate detailed files
● Positive attitude and professional demeanor
● Dependability
● Ability to work independently and collaboratively

Physical Demands:
● Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing

Working Conditions:
● Driving to statewide sites as designated

Terms of Employment:
● Temporary 6-month contract (24 hr/wk)