



## **Job Title: Administrative Assistant 1 - Special Education Clerical**

**Reports To:** Building Administrator or Special Education Coordinator

**Classified Salary Range:** 7

**FLSA:** Non-Exempt Classified

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### **Purpose:**

To perform a variety of clerical, record processing, and general office tasks in support of the special education department.

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### **Essential Duties and Responsibilities:**

- **Administrative Support**
    - Provide dedicated administrative support to case managers and other special education staff.
    - Handle general office duties, including record processing and document preparation, with a focus on special education programs.
    - Schedule and coordinate IEP meetings, ensuring all participants' availability (guardians, case managers, any staff required to attend).
    - Prepare and process special education meeting notices and accurately record them in IEPs.
    - Distribute meeting notices with student and guardian rights information.
  - **Special Education Records**
    - Support with requests for student special education records for incoming or outgoing transfers from the district.
    - Generate and analyze reports to assist with special education administrative tasks.
  - **Student Supervision and Support**
    - Supervise students in non-classroom settings and support behavior management aligned with the District's behavior policy.
  - **Additional Duties**
    - Provide other related services or support as assigned by supervisors or district administration.
    - Attend district-level special education training as needed.
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### **General Performance Requirements:**

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

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## **Qualifications:**

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

- Previous experience in a school or special education setting is preferred.
- Knowledge of building/program instructional goals and ability to support those goals through assigned tasks.
- Strong communication skills, both orally and in writing.
- Strong organizational skills with the flexibility to shift focus based on immediate needs and priorities.
- Ability to interact effectively and collaboratively with individuals and groups of all ages.
- Ability to prioritize tasks, work independently, and manage multiple tasks simultaneously.
- Proficiency in using office information systems, both paper and electronic, as well as standard office equipment and software (e.g., Microsoft Office Suite, spreadsheets).
- Ability to understand and follow the school/program's student behavior policy to manage student behavior effectively outside a classroom setting.
- Must be able to travel among district facilities as required; valid driver's license preferred.

- Ability to obtain specialized training and/or certification as required (e.g., Standard First Aid training, CPR).
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## **Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to talk, hear, and communicate effectively.
  - Frequently required to stand, walk, use hands to handle or manipulate objects, and reach with hands and arms.
  - Regularly required to sit; occasionally required to stoop, kneel, crouch, or climb.
  - Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
  - The employee may be required to lift and carry up to 25 pounds regularly, and up to 40 pounds occasionally.
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## **Work Environment:**

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 with disabilities to perform the essential functions.

- Typically indoors with a noise level ranging from low to moderate.
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**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

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**Employee Statement:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

**Administrative Assistant 1 - Special Education Clerical**

**ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature**