

Administrative Assistant to the Director of Special Services Job Description

Purpose: The Administrative Assistant to the Director provides office and clerical support to assist with the efficient operation of the Special Service program. To accomplish these tasks, the Administrative Assistant to the Director works closely with the staff and administration of Derby Public Schools.

Responsible to: Director of Special Services

Salary: District Clerical Hourly Rate Schedule, Level 3

Classification of Employment: Non-Exempt

Date: July 2023

Qualifications:

1. High school diploma or equivalent.
2. Clerical experience preferred.
3. Demonstrated typing and filing skills.
4. Experience in using current technology and software.
5. Demonstrated commitment to career development and life-long learning.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Provide office and clerical support to assist with the efficient operation of the Special Services department and the completion of all associated state and federal reports.
- b. Ensure that all activities conform to district guidelines.
- c. Communicate effectively with all members of the school district.
- d. React to change productively and handle other tasks as assigned.
- e. Appropriately operate all equipment as required.
- f. Support the value of an education.
- g. Support the philosophy and mission of Derby Public Schools.
- h. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Occasionally requires the ability to move, lift, carry, pull or push heavy objects or materials.

- c. Occasionally requires the ability to stoop, bend and reach.
- d. Must be able to work in noisy and crowded environments.
- e. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Screen visitors and telephone calls, directing them to the appropriate person/department.
- 2. Screen and route incoming mail.
- 3. Compose, type, and copy correspondence, reports, bulletins, newsletters, handbooks, records and other materials.
- 4. Obtain, gather and organize pertinent data (i.e. Medicaid, attendance records and institutional history) as needed.
- 5. Maintain an orderly filing system.
- 6. Schedule appointments, make travel arrangements and assemble material for meetings including but not limited to early childhood screenings.
- 7. Assist in planning meeting agendas and assist in preparing meeting summaries.
- 8. Place orders for materials, verify quantities delivered and distribute to staff.
- 9. Maintain an accurate inventory of special education equipment.
- 10. Maintain current personnel and student records.
- 11. Maintain accurate documentation of budget expenditures.
- 12. Keep abreast of new information, innovative ideas and techniques related to the tasks of this assignment, or those associated with the educational system.
- 13. Maintain a working knowledge of the Individualized Education Plan system used in the district and the paperwork required for MIS reports.
- 14. Adhere to all district health and safety policies.
- 15. Other duties as assigned by the Director of Special Services which are consistent with the general requirements and qualifications for the position.