

GALENA CITY SCHOOL DISTRICT

Administrative Assistant Student Support Services

Position: Administrative Assistant Student Support Services

Reports To: Director of Student Support Services

Work Year: 260 Days

Location: TBD

Classification: Classified

Salary: Range 11

Summary/Purpose

Provide administrative, compliance, data management, enrollment, records management, and program coordination support for the District's Special Education and Section 504 programs. Support accurate student records, state and federal reporting, Child Find activities, enrollment and transfer processes, school-based Medicaid documentation, related service coordination, and compliance with district, state, and federal requirements. Serve as a liaison among families, schools, service providers, and community agencies to support timely, accurate, and student-centered services while advancing the District's commitment to partnering with families, serving the whole child, and ensuring students have access to appropriate educational opportunities.

Qualification Requirements

- High school diploma or equivalent; additional clerical, office management, or data management training preferred.
- Demonstrated proficiency with computer applications, database systems, student information systems, and electronic records management.
- Ability to maintain confidential student and personnel information in accordance with FERPA, IDEA, Section 504, Medicaid, and district policies.
- Strong organizational, communication, customer service, and problem-solving skills.
- Ability to establish and maintain effective working relationships with staff, families, agencies, contractors, and service providers.
- Ability to manage multiple tasks, timelines, and deadlines with accuracy and attention to detail.
- Ability to learn and effectively use district software programs, including PowerSchool, Embrace IEP & 504, OASIS reporting systems, and other data management tools.
- Promote a positive image of the District and maintain professional interactions with students, families, staff, and community partners.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Student Enrollment, Intake, and Records Management

- Coordinate enrollment, intake, transfer, and withdrawal processes for students referred for or eligible for Special Education or Section 504 services.
- Monitor enrollment systems and applications for students identified as receiving or potentially needing Special Education or Section 504 services.
- Process applications through the PowerSchool Enrollment Portal and related district systems.
- Initiate, track, and follow up on records requests from previous schools, districts, providers, and agencies.
- Coordinate transfer student review procedures by organizing, maintaining, and distributing records to appropriate staff for review.
- Communicate with families regarding enrollment, records requests, service options, referrals, timelines, and next steps in the enrollment process.
- Maintain accurate and complete electronic student records within Embrace IEP & 504, PowerSchool Student Information System, enrollment systems, and other district databases.
- Review special education and Section 504 records for completeness, accuracy, timelines, and compliance requirements.
- Process records requests, transfers, releases of information, and student file requests while maintaining confidentiality.
- Organize, archive, and maintain electronic and paper student records in accordance with district procedures and state requirements.
- Maintain records retention and destruction documentation in accordance with district procedures and legal requirements.

Compliance and Program Support

- Support compliance with IDEA, Section 504, FERPA, Medicaid requirements, Alaska Department of Education and Early Development requirements, and district procedures.
- Monitor timelines and documentation requirements for evaluations, eligibility determinations, IEPs, Section 504 plans, reevaluations, prior written notices, consents, and related compliance activities.
- Track and maintain documentation regarding parental consent, revocation of consent, transfer students, eligibility status changes, and program exits.
- Assist administrators and case managers by monitoring required documentation and communicating upcoming deadlines.
- Support Child Find activities, early intervention transitions, transfer student processes, and related compliance initiatives.

- Assist with preparation and maintenance of documentation required for state monitoring activities, audits, corrective actions, compliance reviews, and administrative assurances.
- Maintain administrative assurance documentation and supporting records required for state and federal programs.

Data Management and State Reporting

- Accurately review, reconcile, update, and maintain student data across district systems.
- Maintain and reconcile student disability, enrollment, eligibility, Medicaid, and program participation data across district databases.
- Assist with preparation, verification, and submission of special education and Section 504 data reports.
- Support OASIS reporting, Child Count activities, state collections, Medicaid reporting, and other required district, state, and federal reporting processes.
- Enter, verify, and maintain disability codes, enrollment status, special education indicators, Section 504 information, Child Count data, and OASIS reporting information.
- Generate reports and compile data necessary for program evaluation, grant reporting, compliance activities, and administrative decision-making.
- Maintain caseload assignments and user access within district systems as directed.
- Identify data discrepancies and collaborate with staff to resolve errors and maintain data accuracy.

Related Services and Medicaid Support

- Coordinate documentation and communication related to contracted and district-employed related service providers, including speech-language pathologists, occupational therapists, physical therapists, counselors, psychologists, vision specialists, hearing specialists, and other providers.
- Maintain organized service documentation and records that support implementation of IEPs and Section 504 plans.
- Support school-based Medicaid billing requirements by maintaining documentation, consent records, service logs, provider credentials, and other required supporting records.
- Coordinate communication between families, providers, contractors, and district staff regarding evaluations, services, documentation, and scheduling.
- Assist with coordination of evaluation schedules, service schedules, provider travel, and related service logistics.
- Assist with processing invoices, service reports, and documentation related to contracted services.

Program Coordination

- Coordinate communication among Student Support Services administrators, teachers, case managers, related service providers, families, schools, contractors, and community agencies.
- Maintain tracking systems for referrals, evaluations, enrollment reviews, records requests, related services, revocation of consent, transfers, and program exits.

- Create, organize, update, maintain, and archive student records within Embrace IEP & 504 and associated district systems.
- Assist with preparation and processing of written notices, program exit documentation, revocation paperwork, transfer documentation, and other compliance forms under the direction of Student Support Services staff.
- Support interagency coordination, transition activities, Child Find efforts, and family engagement initiatives.
- Assist with preparation of documentation and reports for grants, audits, Medicaid reimbursement, state monitoring, and department initiatives.

Purchasing and Fiscal Support

- Research special education materials, assessments, curriculum, software, and service providers as requested.
- Prepare requisitions, purchase orders, reimbursements, and other fiscal documents in accordance with district procedures.
- Assist with travel arrangements, lodging, transportation, registrations, and reimbursements for staff, contractors, and service providers.
- Maintain organized fiscal records and supporting documentation related to Student Support Services operations.

Administrative Support

- Serve as a primary point of contact for families, staff, service providers, community agencies, and other stakeholders regarding Student Support Services procedures, referrals, enrollment processes, records requests, and services.
- Prepare correspondence, reports, forms, presentations, and other communications related to Special Education and Section 504 programs.
- Provide technical and clerical assistance to administrators, case managers, related service providers, and office staff.
- Assist with meeting scheduling, document preparation, and distribution of required notices and communications.
- Provide courteous, responsive, and professional customer service to families, students, staff, and community partners.
- Participate in training related to special education compliance, data systems, records management, Medicaid requirements, and district procedures.
- Perform other duties as assigned by the Director of Student Support Services.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to sit, stand, walk, reach, use hands and fingers, and operate office equipment.
- Occasional lifting, carrying, and moving of supplies and materials weighing up to 40 pounds.
- Ability to use a computer and other office technology for extended periods.

Environmental Conditions

The work environment characteristics described here are representative of those encountered while performing the essential functions of this position.

- Primarily office-based work environment.
- Occasional travel may be required.
- Noise level is generally low to moderate.

Evaluation

Performance of this position will be evaluated in accordance with Board policy and district procedures governing employee evaluation.

I would also recommend changing the title from "Administrative Assistant Student Support Services" to "Administrative Assistant - Student Support Services and Compliance" if you want the title to better reflect the level of responsibility for IDEA, Section 504, Medicaid, OASIS, enrollment, and compliance monitoring functions. The current duties are substantially broader than a traditional clerical administrative assistant position.

Approved By: _____ Date: _____

Employee Signature: _____ Date: _____