



Position: Administrative Assistant

Assignment: Administrative Assistant/Translator to Special Education **Wage/Hour Status:** Non-exempt

Reports to: Chief Executive Director of Special Education **Pay Grade:** AS270/230 days

Dept./School: Special Education **Date Revised:** Spring 2024

Primary Purpose:

This position will oversee Special Education Translators in providing virtual translation services for ARD Committee meetings and other required events. This position will also assist in building management including work orders and safety drills, along with tracking the maintenance of the Special Education vehicle fleet.

Qualifications:

Minimum Education/Certification:

- High School diploma or equivalent
- Written and verbal fluency in Spanish and English

Special Knowledge/Skills/Experience:

- Ability to multitask while maintaining a calm demeanor
- Strong oral and written communication skills
- Detail oriented with organizational skills
- Demonstrate flexibility and adapting to change
- Exceptional decision making, problem solving, and prioritization skills
- Champions teamwork and excellence to uphold the organization and department culture in the work environment
- One to three years secretarial experience, preferably in a public education environment.

Major Responsibilities and Duties:

- Maintain schedule for ARD translators.
- Translate, compose, type and proof-read documents, tests, manuals, forms, as required within the campus.
- Provide coverage in the front of the building and greet guests.
- Interpret ARD meetings with Spanish-speaking parents, as needed
- Enter work orders for building maintenance requests.
- Monitoring and coordinating preventative maintenance for Sped fleet vehicles.
- Assist director with safety drills.
- Maintain confidentiality at all times.
- Maintain professional relationships with all staff members.
- Maintain appropriate business hours, professional dress, language, behavior, and work area.
- Communicate effectively with parents and related service personnel.
- Maintain all current forms and handbooks.
- Maintain physical and computerized files.

- Maintain knowledge of all office processes and procedures.
- Contribute to team effort by accomplishing related results as needed.
- Assist Special Ed staff as needed.
- All other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel
- Work with frequent interruptions, maintain emotional control under stress

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name