JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE:  Assistant to the Office of Student Services

REPORTS TO:  Assistant Superintendent of Student Services

REQUIREMENTS:

High School or equivalent
A minimum of 3-5 years experience in an administrative assistant role
Must be proficient in use of personal computer, typing, Word, Excel, Power Point, Publisher, and GoogleDocs in addition to all other general office equipment
Position requires professionalism, a degree of confidentiality, proficient oral and written communication skills, and organizational skills
Must be able to handle multiple tasks of a diverse nature simultaneously and efficiently
Must be able to work well with others in a team environment and be responsive to internal and external stakeholders
Any combination of experience and education will be considered.

WORK YEAR:  12 Month – Full Time

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS
1. Coordinate all Special Education students’ transportation needs with the Transportation Department. Verify information for accuracy via GoogleDocs.
2. Handle all communications (including mail) within the Student Services office, prepare and direct a variety of correspondence, and direct staff/parents to appropriate personnel.
3. Process Little Leader registrations, application fees, and monthly tuition payments.
4. Answer phone, email, and in person Little Leader Registration questions.
5. Maintain all correspondence regarding litigation (Due Process) and ensure documentation/notifications are processed within legal time frames.
6. Coordinate all homebound instruction, either through home/hospital services or homebound via IEP placement, and process required paperwork.
7. Process department purchasing, including all requisitions, ordering and checking in all supplies/materials.
8. Maintain list of Student Services subscriptions and staff using specific subscriptions.
9. Process/maintain up-to-date copies of all staff schedules, contact information, and assignments.
10. Process and coordinate scripts/referrals for OT’s and PT’s.
11. Create Student Services professional development schedule and continuously share with pertinent staff. Responsible for coordinating all CPDUs and CEUs for staff attending PD.
12. Assist with meeting/training set up including preparation of handouts, technical setup, room arrangement, lunch, etc.
13. Arrange, coordinate, and maintain legal documentation for districtwide Crisis Prevention Intervention and CPR/AED safety trainings.
14. Coordinate preschool screenings. This includes, but is not limited to, scheduling all appointments, developing assessment roster, compiling parent mailings, compiling folders, posting appropriate notifications, and arranging necessary translators.
15. Complete all tasks in regards to yearly Timely and Meaningful Consultation meeting (posting notice, handouts, sign-in, etc.)
16. Develop and maintain up-to-date outside facility contact information.
17. Provide positive customer service including, but not limited to, immediate and cordial assistance to visitors to the Administration Building and provide coverage for front desk when needed.
18. Assume responsibility for all records custodian tasks to include, but not limited to, proper release of records, letter to parent/guardians, timely requests for records, proper filing and storage of student information, and destruction of files in compliance with School Code.
19. Verify and process family visit reimbursement for residentially placed students.
20. Analyze current Student Services expenses and collaborate with staff to forecast future Student Services Department expenditures.
21. Assist in development of Student Services Department budget.
22. Assume responsibility for all proper release of records and assist Office Coordinator with filing of necessary paperwork, destruction of files, etc. when needed.
23. Perform other duties as may be necessary and assigned by the Assistant Superintendent of Student Services.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE ___________________________ DATE ______________

PRINTED NAME ___________________________