



## **JOB DESCRIPTION**

<b>POSITION:</b>	Administrative Assistant (HS Main Office & Special Education)
<b>DEPARTMENT:</b>	Student Services
<b>REPORTS TO:</b>	High School Principal High School Assistant Principals Director of Special Education and Student Services
<b>SUPERVISES:</b>	N/A
<b>FLSA STATUS:</b>	Non-Exempt
<b>WORK SCHEDULE:</b>	<b>205</b> days/year [10 months]
<b>COMPENSATION PLAN:</b>	Educational Administrative Assistants Collective Bargaining Agreement

**General Description:** The Educational Administrative Assistant (HS Main Office and Special Education) provides comprehensive administrative, clerical, and organizational support to ensure efficient daily operations across the high school office and the Special Education department. This position serves as a central point of contact for visitors, staff, students, and external partners, supporting reception, communication, and documentation processes with professionalism and accuracy. Responsibilities include coordinating office operations, maintaining student and staff records, managing attendance and scheduling data, organizing meetings and events, processing work permits and state-required documentation, and maintaining secure filing systems for both general and Special Education records. The role also supports Special Education administrators and building administrators by managing data, preparing reports, handling correspondence, and ensuring compliance with FERPA, IDEA, and district policies. Success in this position requires excellent communication, organizational, and multitasking skills; strong attention to detail; discretion in handling confidential information; and the ability to adapt and prioritize effectively in a fast-paced school environment.

### **Education and Experience:**

- Minimum Education: High School Diploma or equivalent required.  
An Associate Degree is preferred.
- Minimum Experience: Two or more years of progressively responsible clerical or administrative experience, preferably in a school district or office environment involving frequent public interaction, data entry, and document management. Experience with student information systems and district communication platforms is strongly preferred.

### **Proficiency Benchmarks:**

- Demonstrated proficiency in Google Workspace (Docs, Sheets, Forms, Gmail, and Calendar) with a minimum score of 85% on a skills assessment.
- Typing speed of at least 60 words per minute with a high degree of accuracy; assessment required.
- Familiarity with or ability to learn and sustain proficient use of district-specific software
- Strong written and verbal communication skills, with the ability to compose, proofread, and format professional correspondence and reports.

## **Key Responsibilities:**

- **Main Office Administrative Assistant and Clerical Support**
  - Provide front office reception and customer service by greeting and assisting visitors, staff, and students; managing incoming phone calls and in-person inquiries; and ensuring professional, informed, and courteous communication.
  - Deliver administrative and clerical support to the Principal, Assistant Principals, and Special Education Department, including document preparation, data entry, scheduling assistance, communication management, and coordination of daily office operations.
  - Maintain accurate student attendance, demographic, and scheduling data within the Student Information System and district databases to ensure consistency, compliance, and effective communication.
  - Organize and maintain up-to-date digital and physical filing systems for both the Main Office and Special Education to support recordkeeping, data audits, and accessibility for authorized personnel.
  - Manage internal and external communications by updating the Community Portal, processing and distributing mail and electronic correspondence, and preparing formal letters and notifications as directed.
  - Coordinate logistics for meetings, testing, and events by reserving rooms through ML Schedules, submitting facility and maintenance requests through FMX, and collaborating with the Facilities Team.
  - Process and track district documentation, including student working papers, work permits, teacher certifications, paraprofessional timesheets, and emergency folders, ensuring compliance with district and state procedures.
  - Support student operations by managing locker assignments, repairs, and end-of-year checks, and by maintaining files such as freshmen and senior folders, emergency evacuation materials, and attendance documentation.
  - Assist with planning and execution of major school events, including the Academic Banquet, Commencement, and other building-level programs, by preparing materials, coordinating logistics, and providing event-day support.
  - Support the Student Services and Special Education offices by maintaining Special Transportation records, tracking data for Penn Data reporting, monitoring supplies, reproducing materials, and assisting with project-based tasks and deadlines.
  - Perform other duties as assigned by the Superintendent or designee to ensure the efficient operation of building and district offices.
- **Special Education Administrative Support**
  - Manage and maintain all Special Education documentation, including IEPs, 504 Plans, BIPs, and related records, ensuring accuracy, completeness, and compliance with FERPA, IDEA, and district confidentiality standards.
  - Serve as a point of contact for external support personnel, including AIU staff and itinerant service providers, by coordinating schedules, processing documentation, and managing logistics for on-site services.
  - Prepare, compose, and distribute official correspondence (letters, notices, and emails) to parents, educators, and agencies as directed by the Director of Special Education and Student Services, ensuring alignment with legal and district communication standards.
  - Handle confidential information responsibly by maintaining secure filing systems, monitoring access, and upholding all privacy regulations.
  - Oversee data management processes, including IEP packet review and entry in Sapphire, ACCESS program compliance and reporting, paraprofessional training records, and out-of-district student expense tracking.
  - Maintain Special Transportation documentation and ensure timely, accurate reporting to the AIU.
  - Perform other duties as assigned by the Superintendent or designee to support district operations.

**Core Knowledge & Skills:**

- Strong knowledge of Google Workspace (Docs, Sheets, Forms, Gmail, Calendar).
- Excellent communication skills, both verbal and written.
- Discretion and confidentiality in handling student and personnel records.
- Effective multitasking and time-management abilities.
- Comfort with student information systems.
- Professional demeanor and ability to work independently and as part of a team.

**Physical Demands:**

- Ability to sit for extended periods.
- Lift, carry, push, or pull up to 35 pounds.
- Ability to kneel, crouch, bend, and reach to retrieve materials.
- Adequate vision and hearing to perform job duties.
- Ability to operate a motor vehicle if required.

**Working Conditions:**

- Work is performed in an office and school setting with standard school hours.
- Occasional movement between buildings may be necessary.
- Flexibility to handle occasional extended hours or changes in scheduling.

**Temperament Requirements:**

- Ability to follow and give clear directions.
- Positive and adaptable; capable of working with a diverse staff and student body.
- Commitment to maintaining effective working relationships and professional integrity.

**Clearances Required:**

- Act 114 (Federal Criminal History Background Check)
- Act 34 (PA State Criminal History Clearance)
- Act 151 (PA Child Abuse History Clearance)
- Act 126 (Mandated Reporter Training)
- Act 168 (Sexual Misconduct/Abuse Disclosure)
- Act 24 (Arrest & Conviction Statement)
- Current School Personnel Health Record
- Tuberculosis Test Results (within 3 months of hire date)

**Travel Requirements:**

- Minimum travel during the workday intradistrict.
- Reliable transportation is required.

**Employee Acknowledgment:** The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and outlines essential job functions and responsibilities. Additional duties may be assigned as needed.

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Employee Signature

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Date