

POSITION DESCRIPTION

Student Services Administrative Assistant

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant (Class V)	Department: Student Services
Immediate Supervisor's Position Title: Executive Director of Student Services	FLSA Status Non-Exempt
Salary Range: \$24.50 to \$27.91 per hour	
General Summary of Purpose of Job: The Student Services Administrative Specialist provides comprehensive administrative, data management, and financial coordination support to the Student Services department. This role ensures accurate maintenance of student records, compliance with state and federal reporting requirements, and efficient coordination of special education services, billing, and departmental operations.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties
1.	Provide comprehensive administrative support to the Student Services Department, including reception functions, calendar coordination, front office coverage as needed, purchasing instructional materials and supplies, and supporting daily departmental operations.
2.	Provide District Office reception coverage in the absence of the receptionist by greeting and signing in visitors, following district visitor procedures, and notifying appropriate staff of scheduled appointments.
3.	Coordinate and manage local and statewide assessment programs, including scheduling, test security, staff training, accommodations, required documentation, and compliance with district and state assessment requirements.
4.	Maintain accurate Special Education (SPED), Section 504, and Student Services records by compiling, verifying, updating, and troubleshooting student data across district information systems while ensuring compliance with applicable regulations.
5.	Compile, prepare, and submit required district, state, and federal reports using multiple data systems to ensure compliance with Minnesota Department of Education (MDE) and other regulatory requirements.
6.	Coordinate professional development activities and district events by managing registrations, evaluations, materials, scheduling, logistics, and communication with participants.
7.	Design, develop, maintain, and update forms, electronic forms, templates, and workflow processes to improve departmental efficiency and consistency.
8.	Ensure compliance with staff observation and evaluation processes by maintaining accurate Student Services staff information and supporting Teacher Development and Evaluation (TDE) documentation and timelines.
9.	Coordinate Time and Effort Reporting requirements, including Personnel Activity Reports (PARs) and semiannual certifications, by monitoring deadlines, maintaining audit-ready documentation, ensuring compliance with federal and state regulations, and collaborating with Payroll and Finance to resolve discrepancies.
10.	Coordinate Student Services financial and billing processes, including tuition agreements, care and treatment, third-party billing, transportation, purchase requests, budget coding, and payment processing in collaboration with the Finance Department.

11.	Administer McKinney-Vento program processes by reviewing applications, coordinating approvals, managing annual reapplication notifications, maintaining documentation, and entering required data to support student services.
12.	Coordinate specialized Student Services programs, including Extended School Year (ESY), homebound instruction, and other assigned programs by assisting with staffing, scheduling, documentation, and time reporting.
13.	Support departmental staffing and personnel processes by coordinating interview schedules, preparing hiring materials, maintaining staff timesheets, and assisting with payroll-related documentation.
14.	Maintain confidential records and establish effective working relationships with district staff, families, vendors, community partners, and outside agencies while providing responsive customer service and ensuring compliance with district policies and applicable laws.
15.	Perform other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

X	High school diploma or GED.
X	Must have a high school diploma or equivalent, along with one (1) to three (3) years of clerical experience, preferably in a school setting. Strong technical skills are required, including proficiency with student information systems and with Microsoft Word, Excel, and Outlook. The role requires excellent customer service abilities and strong verbal and written communication skills to effectively engage students, families, and staff. Strong collaboration skills, as well as the ability to work independently with minimal supervision. An understanding of data privacy rules related to student information and a commitment to maintaining confidentiality are essential. Reliable, prompt, and consistent attendance is also required.

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- Experience in using Campus Information System (CIS) preferred.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

Valid driver's license

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- Special education laws, regulations, and requirements, including IDEA, Section 504, McKinney-Vento, FERPA, and applicable Minnesota Department of Education (MDE) reporting requirements.
- Office administration, records management, and administrative support principles.
- Student information systems, database management, and electronic recordkeeping practices.
- Financial processes, including budgeting, purchasing, billing, account reconciliation, and audit documentation.
- Data privacy laws, district policies, and confidentiality requirements.

Microsoft Office Suite, Google Workspace, and other technology platforms used to support departmental operations.

Skills

- Strong organization and time management skills
- Excellent customer service skills
- Excellent verbal and written communication skills with employees, families, and external organizations
- Strong technology skills, including proficiency with various software programs
- Good collaboration and teamwork skills

Abilities

- Maintain strict confidentiality and exercise sound judgment when handling sensitive student, employee, and financial information.
- Interpret and apply district policies, administrative procedures, and state and federal laws and regulations.
- Coordinate multiple projects, programs, reporting requirements, and compliance timelines with a high degree of accuracy and attention to detail.
- Prepare, analyze, and maintain accurate records, reports, and financial documentation.
- Establish and maintain positive working relationships while providing professional, responsive customer service.
- Work independently with minimal supervision, adapt to changing priorities, and demonstrate prompt, regular, and reliable attendance.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:
N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by MS 03/23/2026

Reviewed/updated: CC 7/8/2026

Reviewed/updated: