

## ADMINISTRATIVE ASSISTANT SPECIAL SERVICES

The Special Services Administrative Assistant is a classified position. This position reports directly to the Dean of Special Services and is under the supervision of the campus administration. This position may attend various administrative and professional development meetings and disseminate relevant information to administration and service providers. Confidential student information may include but is not limited to Individualized Education Program (IEP), Section 504, Student Success Team (SST), Student Attendance Review Boards, and other team meetings. They may assist in planning and leading professional development and serve as a general resource for administration, teachers, classified staff, parents, and students. This position may perform related job duties in-person or remotely for the SELPA and/or our sister campus. Under the direction of the Dean of Special Services, the Administrative Assistant provides office work flow management, clerical support for Special Services office, and assists in coordinating a variety of student related activities.

### REPRESENTATIVE DUTIES:

- Provides and disseminates both general and specific information and direction to students, staff and parents as it relates to the responsibilities and activities of the Special Services office and to the school in general, including, but not limited to school policy and procedures, special education, section 504, AP/SAT/ACT special testing, academic requirements, student records, and team meetings.
- Manages the completion, collection, and the submittal of timecards from Special Services hourly employees.
- Assists in the making of appointments by students and parents for Dean of Special Services and staff; assists in limiting appointments by providing the necessary information where possible for all students, staff members and stakeholders
- Composes letters/emails independently; designs and prepares forms; prepares reports, announcements, requests; proofreads documents and reports
- Manages, organizes and coordinates all Special Services purchases and check requests.
- Coordinates and manages office clerical workflow to maximize time that administration and teachers are meeting with students
- Coordinates the special testing for state testing, AP, SAT, ACT exams, when needed.
- Schedules and confirms 504, IEP and other team meetings.
- Files and organizes electronic school and department cumulative files.
- Performs other related duties as assigned

### QUALIFICATIONS:

- Graduation from high school and four years of responsible and varied administrative support or office management experience. Experience working in a school environment is a plus.

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SPECIAL SERVICES

**KNOWLEDGE, ABILITIES, SKILLS REQUIRED:**

- Ability to establish and maintain effective working relationships/interpersonal skills with students, parents, staff, and administration.
- Demonstrates a knowledge of special education policies/procedures, and laws.
- Demonstrates excellent communication skills, both orally and in writing, for a variety of audiences that include students, parents, staff, other agency personnel and public presentations.
- Demonstrates effective collaboration and problem-solving skills.
- Demonstrates mastery of basic computer skills which include PC word processing, e-mail, internet, database, spreadsheet, desktop publishing, and student information systems.
- Demonstrates ability to work independently, take initiative and provide self-directed leadership at the school sites.

**EDUCATION AND EXPERIENCE:**

- Experience working with 7<sup>th</sup>-12<sup>th</sup> grade students
- Bilingual Preferred
- Experience with Student Information Systems including Aeries.

**WORKING CONDITIONS:**

Office environment; periodic evenings and weekends are expected based upon event calendars. Travel to other campuses and event venues, as necessary. Moderate lifting up to 40 pounds. Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

**SALARY/BENEFITS:**

Work year: 215 days

Salary: Placement on the Management/Support Staff Salary Schedule –Administrative Support

Benefits: Health, vision and dental plans and State retirement plan

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization(s).**