
ADMINISTRATIVE ASSISTANT TO SPECIAL SERVICES

Job Title: Administrative Assistant to Special Services

Qualifications:

- Associates degree, graduate of an accredited secretarial school or 3-5 years related experience
- Excellent computer skills including but not limited to word processing, spreadsheet and presentation skills
- Excellent interpersonal skills
- High organizational ability
- Able to work independently with minimum supervision
- Ability to multi task and prioritize

Reports To: Director of Special Services

Job Goal: To perform the secretarial work required for the effective operation of the office of the Director of Special Services

Performance Responsibilities:

- High degree of knowledge of special education procedures, State forms, 504 and special education law is required. Confidentiality is essential.
- Assist the Director of Special Services in all facets of administration of the Special Services department.
- Computer proficiency is necessary to work with data and various computer programs.
- Ability to communicate with parents, staff and other personnel connected with the many agencies working with special education and/or 504 students
- Strong organizational skills are required.
- Process new Referrals to Special Education.
- Maintain child abuse referrals for the District as well as Restraint and Seclusion and Debriefing forms.
- Process invoices from service providers.
- Receive paperwork from all Special Education staff for IEP meetings of special education and 504 students. All documents are reviewed for content, grammar, use of correct forms, copied and sent to parent(s)/guardian(s) and to all others who provide services to student. Remain in compliance with State law regarding all paperwork.
- Intricate knowledge of Infinite Campus is critical. Oversee and maintain the special education module of Infinite Campus and create Excel spreadsheets as necessary, for special education and 504 students. Information is extracted from Infinite Campus, as requested. All special education data in Infinite Campus is checked periodically for accuracy for MEDMS reports and other mandated State reports.
- Responsible for maintaining contact with parents, special education staff, advocates, lawyers, tutors and various agencies via phone, e-mail or correspondence relaying messages. Responsible for contacting all staff requesting information, answering questions and providing information. Reception duty for MSAD/RSU 40.
- Collect, maintain and prepare information for Federal and State mandated reports either monthly, annually or as needed. Infinite Campus must be accurate in order to complete the October 1 and April 1 enrollment reports.
- Organize the process for the incoming kindergarten students district-wide by advertising in local newspapers, the dates of kindergarten screening and registration.
- Responsible for creating files, scheduling IEP meetings, reserving rooms, notifying staff of dates and times for incoming kindergarten students eligible for special education services
- Organize requisitions for special education budget and tracking budget line items for compliance and reporting any overages to Director. Organize by account number and prepare the budget for presentation to the School Board. Maintain intricate spreadsheets of all money spent.
- Schedule meetings including monthly staff meetings, Director's schedule, trainings, IEP meetings and consultation visits to the District.
- Initiate purchase orders for all special education staff and coordinate process with Accounts Payable. Maintain an intricate spreadsheet with all purchase order information to assist in preparation of State-mandated reports and day-to-day operations.
- Assist in scheduling private transportation for special education students. Responsible for preparation of all contracts for contract drivers. Frequent communication with the head of the contract drivers is necessary to assist with the process running smoothly.

- Attend monthly special education staff meetings and 504 staff meetings, take minutes and finalize minutes to be distributed to all special education staff members.
- Receive referrals from special education staff members for psychological evaluations and Parental Consent forms. Maintain spreadsheet with all referral information. Distribute requests for psychological evaluations to evaluators. Provide Director with information pertaining to evaluations as needed.
- Maintaining and ordering supplies for Office of Special Services, which includes general supplies, toner for printer, fax machine and photocopier.
- Responsibility and organization of maintaining all special education and 504 files, to remain in compliance with State law.
- Legal advertisement placed in local newspapers annually for the destruction of records of former students who have reached the age of 26, according to the law.
- Work closely with the Superintendent preparing Superintendent Agreements, communicating with parents and local school districts to complete the process, preparation of correspondence and Superintendent's Agreements.
- The job also requires management of the phone in the Office of Special Services. One day a week, the job requires phone duty coverage from 12:00-12:30 p.m.
- Responsible for creating hiring forms for new employees to be given to the Superintendent and job postings for jobs that become available in the Office of Special Services department.
- Gem Care - Medicaid billing system for RSU/MSAD 40.
- Other duties as assigned

Legal and Ethical Duties:

- Maintains confidentiality about all aspects of student performance and written and oral records.
- Follows health and safety procedures established by the district.
- Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
- Demonstrate loyalty, dependability, integrity, and other ethical standards.

Evaluation:

The Director of Special Services in accordance with policy will evaluate performance annually.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.