

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Central Office Administrative Assistant (General and Special Education)
DEPARTMENT: Central Office and Special Education
REPORTS TO: Special Education Director
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: The Central Office Administrative Assistant performs a variety of receptionist, secretarial, and accounting duties, which contribute to the efficient operation of the Special Education Department and Central Office. This position requires significant attention to detail and the ability to handle highly confidential matters.

ESSENTIAL DUTIES & RESPONSIBILITIES:

A. Special Education Duties:

- Knowledge of special education database, which includes all students
- Accurately record data for all students, as required
- Ensure that all records adhere to district and federal guidelines
- Maintain detailed accounting records for all state-placed students and extra cost students who qualify for reimbursement
- Track all special education expenses, including the processing of all purchase orders, preparation of regular transmittals, and the encumbrance of specific special education expenses
- Prepare budgets for individual school expenses and track all expenditures
- Schedule consultants including psychologists, occupational therapists, and physical therapists, as directed
- Prepare contracts for school-year services as approved/directed by Special Education Director
- Assist in completing various state reports including, but not limited to, annual Service Plan and the Local Education Agency Plan Parts A and B
- Advertise required notices including LEAP, Child Find, and Early Education Screening
- Prepare and submit Special Education Child Count reported twice annually
- Assist Transportation Coordinator in arranging alternative transportation for defined students
- Track building allotments for Special Education and Medicaid budgets in strategies spreadsheets
- Process and maintain Homeless student status
- Prepare Homeless invoice for each school for 50% of the transportation cost and letters to families/principals
- Organize in-service days; book rooms, arrange food, coordinate with schools, IT, and presenters
- Medicaid Reporting – Random Moment in Time Reporting; coordinate and manage reports
- Calculate time and allowable percentages for district-wide time studies
- Manage petty cash account
- Track ELL Grant on the strategies spreadsheet and prepare bill with required invoicing back-up
- IDEAB Grant Management – Personal Activity Reports: create reports, track throughout the year and track all expenditures on the strategies spreadsheet
- Maintain records of exited/graduated special education students for 7 years; purge records on an annual basis; advertise required notice announcing disposition of records
- Exhibit commitment to School District's Vision Plan
- Register educators/administrators for conferences; arrange lodging and processing all associated billing

B. Central Office Duties:

- Provide back-up to the Central Office Secretary (Mail Courier, Substitute Paperwork, Act 166, Etc)
- Provide primary clerical support, calendar, and billing management for the Special Education Director, Superintendent of Schools, and Director of Curriculum and Instruction
- Verify incoming orders/materials against purchase orders; submit to Accounts Payable for payment

- Maintain schedules for central office conference rooms
- Help to keep the basement organized
- Serve as back up for all school board mailings and for School Messenger

Job Knowledge, Skills, and Abilities

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- High accuracy and attention to detail; strong organizational skills
- Excellent oral/written communication skills including the ability to communicate courteously, efficiently, effectively and respond to questions from a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations
- Ability to calculate percentages, proportions, averages, etc.
- Demonstrated ability to use discretion and independent judgment
- Proven ability to work cooperatively and effectively as part of a team

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Business education background and/or experience working in an office setting

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.