

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: DISTRICT SPECIAL SERVICES ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION: The purpose of the position is to provide special services records management and administrative assistance to the Director of Special Services. The District Special Services Administrative Assistant is primarily responsible for the management of special services records including, but not limited to special education student records, special education financial forecasts, state reporting of special education data, homeless student records, Section 504 student records, and other such responsibilities as assigned. This position also provides administrative support such as greeting and attending to special services office visitors, greeting and attending to school staff, answering phones, taking messages, and coordinating general school office operations as assigned.

QUALIFICATIONS: High school diploma or GED; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. Knowledge of word processing, spreadsheets, student database, state reporting software, and other office software preferred.

KNOWLEDGE: As this position is a highly visible position serving the school community and interfacing with outside agencies, knowledge of general school office or a professional office environment is required. This position also requires an appreciation and understanding for multi-tasking in a service oriented environment.

SKILLS:

1. Must have good human relation skills and be able to communicate well with others.
2. Must have the ability and willingness to learn a wide variety of tasks required in special education recordkeeping and school office operation.
3. Must be able to multi-task and be flexible to meet the varying needs of school staff, students, parents, and office visitors.
4. Must be able to work with noise levels of a typical school.
5. Must have good working knowledge of electronic communication, word processing and spreadsheets, and be comfortable with student database software as well as general office equipment operation such as phones, fax, copier, etc.

ABILITIES:

1. Requires the ability to communicate a variety of information in written, oral, diagrammatic, or other forms.

2. Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
3. Requires conscientious attention to detail and commitment to accuracy for local, state, and federal reporting has a direct influence on district funding and operations.
4. Requires significant confidentiality responsibilities due to student, parent, and staff interactions.
5. Requires the ability to perform basic mathematical computation and to utilize and/or interpret graphs.
6. Requires the ability to interpret instructions furnished in various forms, and ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
7. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
8. Requires the ability to operate a computer to enter, retrieve, review, or modify data utilizing word processing, database, and software programs.
9. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
10. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

**CLASSIFICATION:** This position is designated as a support staff position subject to the Epping School District Support Staff Handbook and School Board Policy.

**REPORTS TO:** Director of Special Services

**SUPERVISES:** No staff supervision responsibilities

**PERFORMANCE RESPONSIBILITIES:**

**SPECIAL EDUCATION REPORTS:**

1. Gathers special education data and submits state reports in an accurate and timely manner.
2. Resolves discrepancies in the reported student data to state.
3. Receives, tracks, and enters Annual Statement of Programs, evaluations, student information, discipline records, and Childfind data into the state's special education information system.
4. Receives, updates, and prepares all Catastrophic Aid forms and reports.
5. Receives, updates, and prepares all 402 Placement forms and reports.
6. Receives and enters all payment information into special education information system.
7. Receives, updates, and prepares all A-13N forms and reports of the district paying tuition for students to attend nonpublic schools.
8. Receives, updates, and prepares the Special Education Program Verification Report.

9. Receives, updates, and prepares the Special Education Verification of Full-Time Equivalent for Special Education Pupils.
10. Enters, maintains, and updates all special education invoices into district financial reporting system and prepares monthly forecast of special education cost to the district.
11. Receives, prepares, and updates information on Federal Fund Counts.
12. Receives, prepares, and files the United States Department of Education Civil Rights Survey.
13. Oversees all student database systems for special education students.
14. Represents special education department at district student database and other such meetings.
15. Prints, maintains, and distributes all special education reports.

#### FINANCIAL REPORTS:

1. Types, enters, and prints all special education purchase orders and mails and/or faxes them to the appropriate vendors.
2. Reviews, approves, and submits all special education invoices for student receiving educational services outside the district to the district office for payment.
3. Fills out Medicaid reimbursement forms and obtains all original signatures of non-district service providers and other such information required.
4. Acts as liaison to the Medicaid filing company by obtaining information required for the Medicaid filing process.
5. Assists with the Medicaid filing program by updating and distributing the required information and forms to school staff.
6. Prepares special education transportation bids.
7. Collects and reports student data as requested by district administration and school board.

#### STUDENT PROGRAM:

1. Prepares, schedules, maintains, and changes all special education transportation as needed.
2. Prepares, schedules, maintains, and changes summer school transportation as needed.
3. Assists with summer school organization and operation.
4. Schedules and facilitates special education student tutoring.
5. Files, maintains, and sets up all out-of-district student files.
6. Maintains accurate student records moving students from active to inactive status as needed, and weeding out old records per school district policy.

#### ADMINISTRATIVE SUPPORT:

1. Demonstrates positive interpersonal relationships with students, staff, parents, and community members.
2. Maintains confidentiality.
3. Demonstrates punctuality, good attendance, and work ethic for all duties.
4. Responds to requests in a timely manner.

5. Adheres to school board policies and administrative procedures.
6. Adheres to all state and federal laws, rules, and regulations.
7. Serves as a liaison between school staff and special education administration, special education administration and parents.
8. Sorts and distributes the daily mail.
9. Oversees the office mail system and distributes written announcements to staff and students.
10. Answers phones, directs calls, and/or takes messages.
11. Receives, reviews, and distributes all special education electronic mail.
12. Keeps track of and maintains visitor log to district special education office.
13. Maintains administration's appointment book to schedule and reschedule all appointments, meetings, interviews, IEP meetings, etc.
14. Prepares and sends out meeting notices for all out-of-district student meetings.
15. Composes, types, proofreads, copies, distributes, and files letters, memos, meeting notices, IEPs, transportation bids, compliance reports, and other special education related documents as requested.
16. Types all Individual Program Approvals, and grant applications.
17. Develops, updates, and copies special education forms and other such information as needed.
18. Maintains special education website with pertinent special education information.
19. Prepares Childfind notices, letters, memos, and advertisements notifying parents, teachers, administrators, private pre-schools, kindergartens, and newspapers of upcoming Childfind activities.
20. Contacts all district special education staff regarding compliance issues, changes on ASPs, changes in state standards, and other special education related topics.
21. Makes arrangements for and assists with special education workshops and meetings sponsored by district special education.
22. Makes professional development certificates for district sponsored professional development activities.
23. Schedules the special education conference room and other district conference space for special education meetings.
24. Composes special education job advertisements and places advertisements in area newspapers as needed.
25. Assists with the hiring process by scheduling interviews, providing information, and other such responsibilities.
26. Assists administration with special education budget including development and status throughout the school year.
27. Assists administration with special education grants including development and status throughout the school year.
28. Receives and directs Preschool calls and messages from parents and staff.
29. Types, proofreads, revises, updates, copies, assembles, and distributes special education booklets and manuals.
30. Works with administration to maintain and edit special education staff handbooks, including tracking written receipt from school staff.
31. Orders and maintains all special education office supplies and equipment.

32. Maintains and distributes the special education regular and emergency contact phone list.
33. Assists with the distribution of student and parent informational materials as needed.
34. Assists with the distribution of school staff informational materials as needed.
35. Organizes the special education office area for efficiency, safety, and appearance.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Employee is occasionally required to drive.
3. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
4. Tasks may involve extended periods of time at a keyboard or work station.
5. Some tasks require visual perception and discrimination. Tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
6. Some tasks require oral communications ability.
7. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.
8. Noise level is that of a typical school or office setting.

**TERMS OF EMPLOYMENT:**

1. Year round, 5 days per week, 8 hours per day
2. Hourly wage with over time subject to compensatory time per school district policy
3. Clear criminal background check
4. Verification of health to perform job
5. Valid driver's license
6. Support staff contract with salary and benefits defined by school district policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.