

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SCHOOL SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION: The purpose of the position is to provide special education records management and administrative assistance to the Building Special Education Coordinator, Case Managers, and Paraprofessionals. The School Special Education Administrative Assistant is primarily responsible for the management of special education records for both students and staff including, but not limited to special education student records, staff hours, district reporting of special education data, and other such responsibilities as assigned. This position also provides administrative support such as greeting and attending to special education 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, and other office and special education 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. Position is subject to availability of federal funds.

REPORTS TO: Building Special Education Coordinator

SUPERVISES: No staff supervision responsibilities

PERFORMANCE RESPONSIBILITIES:

SPECIAL EDUCATION RECORDS:

1. Provides meeting coordination between parents, case managers, and building special education coordinator.
2. Files meeting notice requests in each students file.
3. Mails meeting notice to parents.
4. Contacts district and non-district employees that are requested to attend the meeting.
5. Reschedules meetings due to parent cancellations or scheduling conflicts.
6. Creates student evaluation spreadsheet to monitor student observations and to assign case managers on a rotating basis to perform student evaluations.
7. Copies and distributes the evaluation permission to test to the assigned case manager.
8. Receives student progress reports from case managers and other school support specialists.

9. Sorts all reports by student, tracks that all reports are received, notifies case managers of missing information, prints labels, and mails report home to parents on a quarterly basis.
10. Files all reports in student files.
11. Receives new IEPs, makes copies for classroom teacher(s) and other school staff as assigned, and files the original in the student file.
12. Mails details of extended year programming (EYP) to parents of special education students.
13. Schedules EYP meeting between building special education coordinator, case manager, and parents.
14. Inputs all IEPs into the state software system in an accurate and timely manner.
15. Gathers and reports special education data as requested by school and district administration.
16. Attends training and workshops deemed necessary to perform duties.
17. Prints, maintains, and distributes all special education reports as needed.

SPECIAL EDUCATION 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 parents and out-of-district service providers.
8. Answers phones, directs calls, and/or takes messages.
9. Creates a time tracking spreadsheet to monitor the receipt of individual special education staff timesheets every other week.
10. Enters days worked and sick, vacation, and personal time in a summary special education timesheet.
11. Keeps track of compensation time for special education staff.
12. Keeps track of hours worked for special assignments for after school activities.
13. Submits copies of timesheets to district office for issuance of paychecks.
14. Submits technology work orders for special education staff.
15. Oversees a schedule for paraprofessional assignments.
16. Creates daily paraprofessional schedules.
17. Distributes daily paraprofessional assignments and requests substitute coverage.
18. Orders special education supplies and keeps track of special education budget.
19. Orders and maintains all special education office supplies and equipment.
20. Submits order requests to school office for purchase order.
21. Develops, updates, and copies special education forms and other such information as needed.
22. Keeps a supply of forms readily available.
23. Types, proofreads, revises, updates, copies, assembles, and distributes special education booklets and manuals.

24. Prints copies of forms available on SEAS website and keeps a supply readily available.
25. Attends weekly office staff meetings and communicates information to special education staff.
26. Attends weekly paraprofessional meetings, records minutes, types and files copy of minutes.
27. Assists with special education state on-site and other such visitations.
28. Assists with Medicaid reimbursement program by tracking all billing, providing student attendance information, receiving documentation from special education specialists, and other responsibilities.
29. Composes, types, proofreads, copies, distributes, and files letters, memos, meeting notices, IEPs, and other special education related documents as requested.
30. Copies and distributes materials as needed.
31. Files, maintains, and sets up all in-school special education student files.
32. Maintains accurate student records moving students from active to inactive status as needed, and weeding out old records per school district policy.
33. Assists administration with special education budget including development and status throughout the school year.
34. 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. School year, 187 days
2. Work day, 5.5 hours
3. Hourly wage with over time subject to compensatory time per school district policy
4. Clear criminal background check
5. Verification of health to perform job
6. Valid driver's license
7. 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.