

**School District of Lodi
Job Description**

(A) 3/9/20

**Title: Administrative Assistant to the Director of Student Services/Registrar
– Level IV**

- Qualifications:
1. High school diploma or general education degree (GED)
 2. One year previous office experience
 3. Demonstrated competence in computers and MS Word/Google Docs
 4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parent, staff and students.
 5. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent to draw and interpret bar graphs.
 6. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
 7. Meet with all new families enrolling in the District and complete the required paperwork. Also inform schools of new students and help parents set up parent accounts on the Infinite Campus portal.
 8. Enter all new students and families into Infinite Campus.
 9. All paperwork and database management related to Open Enrollment.
 10. HOMER (home-school) student management.
 11. Work collaboratively with families who are open enrolling into the School District of Lodi and families that are open enrolling out of Lodi in order to expedite the required paperwork.
 12. Work with families and administration in processing exception applications.
 13. Oversee and manage the student management system.

Reports to: Director of Student Services

Job Goal: Do what is best for the students of the School District of Lodi by servicing as administrative assistant to the Director of Student Services and supporting the Director of Student Services in all functions of the Special Education Department.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate special education paperwork: (1) Receive from teachers, (2) Verify dates and team members on IEP, (3) Submit to Director for review, (4) Make corrections as advised by the Director, and (5) Send final copies to families.
2. Track IEP and evaluation deadlines and prompt staff regarding upcoming deadlines
3. Submit and track all Medicaid billing and send out letter to parents requesting permission to bill.
4. Update the database for the Random Moment in Time Studies and follow-up with staff so that studies are completed in a timely manner.
5. Maintain the special education website.
6. Provide data for the School Performance Report.
7. Complete other reporting functions as outlined by the Director of Student Services.

ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by Director of Services or Superintendent that are necessary or required to carry out monetary/performance responsibilities of the Administrative Assistant to the Director of Student Services/Registrar.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.