

Title: Federal Programs Administrative
Assistant Special Education/Preschool

Qualifications: 2 year degree or experience equivalent /
Administrative Assistant.

Reports To: Director of Special Education/Preschool
Coordinator and Superintendent.

Job Duties/ Responsibilities:

1. Performs a wide variety of specialized and responsible duties independently in support of functions delegated to the Director of Special Education.
2. Interprets and applies rules and regulations as appropriate.
3. Coordinates communication between the D.O.S.E., students educational institutions, vendors, other outside organizations, and the public.
4. Obtains and provides information, coordinates activities, and resolves problems.
5. Researches, reviews, checks, corrects and compiles a variety of information; verifies data for accuracy, completeness and compliance with established procedures.
6. Inputs, retrieves, and maintains computerized data as required.
7. Prepares and maintains a variety of records, logs and files including information of a confidential nature while maintaining the confidentiality of the information and records.
8. Schedules meetings, conferences and appointments for D.O.S.E; maintains D.O.S.E.'s calendar and arranges travel accommodations as necessary.
9. Compiles information and data for a variety of reports; organizes, types, and prints reports and other written materials

- related to assigned office functions.
10. Responds to requests for information from students, staff and the general public regarding District programs, policies, procedures, and regulations.
 11. Types a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
 12. Receives, processes and routes mail; orders, issues and maintains department supplies, forms, and equipment.
 13. Trains and provides work direction to departmental clerical support staff as assigned.
 14. Assigns special education bus monitors.
 15. Performs related duties as assigned.

Terms of Service:

240 Days / Salary Schedule set by Board of Education

Evaluations:

Special Education Director

Class Code:

7782

CLASS TITLE: CLERICAL ASSISTANT II

BASIC FUNCTION:

Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply and explain procedures and policies of assigned program or department.

DISTINGUISHING CHARACTERISTICS:

Clerical Assistant II incumbents perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

REPRESENTATIVE DUTIES:

- Perform a variety of clerical duties including typing, filing, record keeping, proofreading and processing information.
- Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer terminal.
- Maintain a variety of logs, records and files related to assigned office; compile information from a variety of sources and prepare summaries and reports including attendance and enrollment data.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.
- Assist the public and District employees in completing forms, applications and other District, State and federal forms and documents.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment; compile and verify information; produce periodic reports, lists and records as assigned.
- Maintain attendance, academic and health records; update computer information databases.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct research duties as assigned.
- Maintain supply and material inventory of assigned area as required; assist with ordering, receiving and distributing materials, equipment and supplies according to established procedures; coordinate purchasing efforts with the Purchasing department.
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- **Clerical Assistant II - Continued Page 2**

REPRESENTATIVE DUTIES - continued:

- Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify vendors or supervisor of discrepancies or damage.
- Operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal and other machines as required; enter data in a computer terminal or microcomputer as assigned.
- Provide first aid to ill and injured students as assigned; contact parents, guardians, nurse or public service agencies in accordance with established guidelines.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Schedule appointments, conferences and meetings; maintain various schedules and calendars.
- Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
- Sort and distribute incoming U.S. and intra-District mail.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Rules, regulations, policies and laws related to assigned function or department.
- Modern office practices, procedures and equipment.
- Operation of standard office machines, including computer terminals.
- Record storage, retrieval and management systems.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid techniques and procedures.
- Basic math.
- Basic record-keeping techniques.

ABILITY TO:

- Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.
- Learn and apply laws, rules, regulations involved in assigned clerical activities.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Type at 40 words net per minute from clear copy.
- Operate a variety of office equipment including computer terminal as required by the assignment.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of clerical experience including some experience with automated office equipment.

Class Code:

7783

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: CLERICAL ASSISTANT I

BASIC FUNCTION:

Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply procedures and policies within clearly specified procedures.

DISTINGUISHING CHARACTERISTICS:

Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience. Incumbents in the Clerical Assistant II class perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

REPRESENTATIVE DUTIES:

- Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services.
- Type written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft on a typewriter or computer terminal.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines; schedule meetings and appointments.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment.

- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct general research duties as assigned.
- Receive, sort and distribute incoming and outgoing mail.
- Duplicate items; package and distribute completed correspondence and other materials.
- Assure the timely distribution and receipt of records, reports and bulletins as directed.
- Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify supervisor of discrepancies or damage.
- Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.
- Make telephone calls as directed; take and relay messages.
- Operate a variety of office equipment including typewriter, calculator, copier and other machines pertinent to the assignment.
- Provide work direction to student aides as assigned.
- Collect monies and maintain related financial records as required by the assignment.
- Perform related duties as assigned.

Clerical Assistant I - Continued

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Alphabetical, numerical and subject matter filing systems.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Basic math.
- Basic operation of standard office machines, including computer terminals.
- Basic record-keeping techniques.

ABILITY TO:

- Perform clerical duties such as filing, duplications, typing and maintaining routine records.
- Operate a copier, typewriter and adding machine.
- Learn to operate a computer terminal and peripheral equipment.
- Learn policies and procedures of assigned program.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Type at 35 words net per minute from clear copy.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: CLERK

BASIC FUNCTION:

Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.

REPRESENTATIVE DUTIES:

- Operate various office equipment to perform duties, such as a copy machine.
- Prepare letters, memoranda, bulletins, reports, schedules, lists, forms or other materials as assigned.
- Perform other clerical duties for the assigned supervisor and other staff members as directed.
- Maintain a variety of logs, records and files related to assigned office.
- Distribute various forms and provide information and assistance to students, parents, the public and staff regarding their completion in an accurate and timely manner.
- Answer telephones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed.
- Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies as directed.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Schedule appointments and meetings; maintain various schedules and calendars.
- Sort and distribute incoming U.S. and intra-District mail.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.

- Understand and follow oral and written directions.
- Operate office equipment.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.

Clerk - Continued

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ABILITY TO - continued:

- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Class Code:

7784

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: CLERK

BASIC FUNCTION:

Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.

REPRESENTATIVE DUTIES:

- Operate various office equipment to perform duties, such as a copy machine.
- Prepare letters, memoranda, bulletins, reports, schedules, lists, forms or other materials as assigned.
- Perform other clerical duties for the assigned supervisor and other staff members as directed.
- Maintain a variety of logs, records and files related to assigned office.
- Distribute various forms and provide information and assistance to students, parents, the public and staff regarding their completion in an accurate and timely manner.
- Answer telephones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed.

- Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies as directed.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Schedule appointments and meetings; maintain various schedules and calendars.
- Sort and distribute incoming U.S. and intra-District mail.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.
- Understand and follow oral and written directions.
- Operate office equipment.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.

Clerk - Continued

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ABILITY TO - continued:

- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Class Code:

7785

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: MAIL CLERK

BASIC FUNCTION:

Receive and sort incoming and outgoing mail for the District; maintain records for mail and parcel services.

REPRESENTATIVE DUTIES:

- Pick up, sort and deliver central office mail.
- Receive and sort outgoing mail from schools, satellite offices and Central offices daily; meter postage on authorized materials for the District; sort and prepare materials for the Post Office, courier, UPS or Parcel Post pick-up.
- Maintain appropriate records regarding insured mail, certified mail, registered mail, Parcel Post and UPS insurance registers.
- Receive and sort incoming mail for the District; prepare mail for courier pickup or personal delivery.
- Maintain and monitor central office postage meter; maintain accurate records on postage spent.
- Assist in collecting and delivering printed materials from the Print Shop.
- Answer office telephones and respond to requests for information.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Mail handling including insured, certified and registered mail.
- Procedures and guidelines for proper parcel handling.
- Record-keeping techniques.

ABILITY TO:

- Receive and organize incoming and outgoing mail.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated

progress toward obtaining a G.E.D. as required by Kentucky law.

Class Code:

7791

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: RECEPTIONIST

BASIC FUNCTION:

Operate a telephone switchboard at District or school-site office; perform receptionist, clerical and mail distribution duties; provide routine information to the public; perform receptionist duties, greeting and directing visitors.

REPRESENTATIVE DUTIES:

- Operate a switchboard; provide routine information and assistance; receive incoming calls and make necessary connections to school or District office or individual; take and transmit information and messages as requested.
- Perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records; assist other offices with a variety of clerical duties as directed.
- Greet, screen and direct visitors to appropriate departments; provide routine information to the public.
- Prepare, duplicate, assemble and distribute materials; maintain telephone personnel directory as assigned.
- File and type routine lists, records, reports and correspondence.
- Operate a variety of office equipment including typewriter, postage meter, calculator and copy machine.
- Distribute forms and applications; assist in completion and verify accuracy and completeness.
- Assure the switchboard is covered during working hours; train and provide work direction to substitutes and student workers.
- Contact police, security, fire and medical personnel as procedures require.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of telephone switchboard.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer operation.
- Basic math.
- Postage regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Operate an assigned switchboard at District or school-site office.
- Perform receptionist, clerical and mail distribution duties.
- Provide information in a clear and understandable manner.
- Work independently with constant interruptions.
- Receive the public tactfully and courteously.
- Operate office equipment including typewriter, calculator, copier and postage machine.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Basic math.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of general clerical experience, including typing, public contact and the operation of a switchboard.

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: BUS MONITOR

BASIC FUNCTION:

Assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

REPRESENTATIVE DUTIES:

- Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Maintain current knowledge of Emergency Evacuation procedures.
- Assist handicapped children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
- Attend in-service meetings and training courses as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe practices concerning school bus transportation.
- Basic record-keeping techniques.
- Applicable sections of the KAR and other applicable laws.
- Health and safety regulations.

ABILITY TO:

- Maintain proper records and documentation.

- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

Bus Monitor - Continued

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Class Code:

7943

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: BUS MONITOR - EXCEPTIONAL CHILD

BASIC FUNCTION:

Ride a school bus for exceptional children and assist school bus driver in maintaining discipline while bus is in operation; operate mechanical lift.

REPRESENTATIVE DUTIES:

- Assist exceptional children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
- Operate equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lift and other adaptive equipment as necessary.
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of exceptional students as required by State Transportation Guidelines.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Attend in-service meetings and training courses as assigned.
- Monitor and assist students while bus is in operation.

- Maintain current knowledge of Emergency Evacuation procedures.
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheel chair clamping devices.
- Safe practices concerning school bus transportation.
- Problems and concerns of students with special needs.
- Basic record-keeping techniques.
- Applicable sections of the Kentucky Administration Regulations and other applicable laws.
- Health and safety regulations.

ABILITY TO:

- Drive a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.
- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.

Bus Monitor - Exceptional Child - Continued

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ABILITY TO -continued:

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to learn basic sign language.

