

## WAUNAKEE COMMUNITY SCHOOL DISTRICT

### ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF STUDENT SERVICES

#### Job Description

#### **QUALIFICATIONS:**

1. High school diploma (additional related training desirable, but not required).
2. Organizational skills, word processing skills and proficiency in communication skills.
3. Ability to operate office machines such as computer, copier, and fax machine.
4. Knowledge of software currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.

**REPORTS TO:** Director of Special Education

#### **GENERAL RESPONSIBILITIES:**

Performs secretarial responsibilities necessary to accomplish objectives established by the Director of Student Services. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### **ESSENTIAL FUNCTIONS:**

1. Type correspondence, memos, and reports for the Director of Student Services, psychologists, social worker, and special education teachers as assigned including evaluations, individual education program team reports, committee reports, agendas and minutes and state and federal reports.
2. Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
3. Process purchase orders including numbering, coding, recording and mailing for student services staff and grant projects.
4. Process invoices and forward to business office for payment (student services staff and grant projects).
5. Inventory and maintain adequate supplies for the student services office including forms, resource packets, brochures, and parent informational materials.
6. Sort and distribute mail.
7. Maintain and keep current District student services files, special education class lists, catalog conference files.
8. Maintain Student Services e-sped electronic database.
9. Secure student records and forward under proper authorization as directed.
10. Obtain substitutes in the absence of the substitute caller as necessary.
11. Work with staff on filing appropriate forms for leaves, college credits, budgets, and reimbursements.
12. Copy IEP packages and preliminary forms. Mail to parents and distribute to buildings.
13. Prepare materials and mail 2-year old folders. Prepare materials and assemble "goodie bags" for Early Learner Screening.
14. Maintain confidentiality and loyalty to employer.

**OTHER FUNCTIONS:**

1. Perform other responsibilities as assigned by the Director of Special Education.
2. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
April 2002  
October 2006

Waunakee Community School District