

RSU 5 Durham ~ Freeport ~ Pownal
Administrative Assistant to the Director of Instructional Support Job Description
Classified Support

QUALIFICATIONS:

1. Bachelor's or Associate's degree in Office Administration, Business Administration, or related field.
2. Successful secretarial experience working in a confidential setting, effective communication/interpersonal skills, and proficiency with using technology including student database software and financial software.

REPORTS TO:

Director of Instructional Support

JOB GOAL:

To assist the Director of Instructional Support, provide support to staff, and complete tasks necessary for the efficient operation of the Department of Instructional Support.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Director in general administrative operations.
2. Create, maintain and track special education documents.
3. Prepare files for newly identified students and create file on student IEP database.
4. Maintain dismissed files for students who did not qualify (DNQ) and ensure that necessary information is sent to schools for student cumulative files.
5. Maintain archives of student files and submit annual public notice of records destruction.
6. Track parent consents for evaluations, submit consents to evaluators, and ensure completion within time frames.
7. Mail special education evaluations to parents and district staff, including dates received/sent, and retain copy for Central Office file.
8. Update staff caseloads on student IEP database and PowerSchool.
9. Work with district data specialist to ensure enrollments/designations in PowerSchool are accurate.
10. Prepare and maintain contracts for service providers.
11. Complete/assist, submit, and monitor that required State reports are submitted within time frames.
12. Assist with maintaining required data, billing, and receipt of funds for Mainecare and State Agency Clients.
13. Complete/maintain purchase order information and order all supplies and equipment for the Department of Instructional Support within warrant time frames.
14. Maintain documentation of professional development (PD) provided to staff and issue certificates after each PD.
15. Assist school staff with updates in student IEP and 504 databases.
16. Assist in other Central Office operations as requested.
17. Perform additional duties/special projects and administrative functions as requested by the Director of Instructional Support.

ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Board of Directors and school policies.
7. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Salary and benefits will be determined by the RSU5 Board of Directors

EVALUATION:

Evaluated annually by the Director of Instructional Support

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature: _____ **Date:** _____