

ADMINISTRATIVE ASSISTANT III - RECORDS

Classification: Administrative – Central Office Location: Student Support Services

Reports to Director of Special Education FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position provides secretarial and office management support for the Special Education Department of the school district. Incumbent serves as the senior administrative/clerk staff member responsible and, as appropriate, provides administrative leadership to the office and teaching staff regarding student records. Incumbent provides an accurate census report to the Director and Department of Education two times per year which serves as a basis for funding special education.

Part II: Supervision and Controls over the Work:

Works under the supervision of the Director of Special Education. Work is controlled and/or guided by state statute and state administrative code, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. State Reporting. Responsible for implementing and meeting state online reporting requirements regarding students the district provides special education services to, both within and outside of the district. Responsible for the census count in December and June for approximately 2,700 students. Accuracy of these reports is connected to district reimbursement dollars.
2. Student Information System. Responsible for ensuring student information system is accurate for the students being served. Assists and supports approximately 120 staff with learning how to use the student information system.
3. Records and Files. Establishes, maintains, distributes, and archives special education office records consistent with state and district policies and procedures. Retrieves records when necessary. Coordinates with Special Education administrators to prepare records in response to public and other appropriate records requests. Maintains on-line data and records as required. Takes the initiative to implement and/or develop and

maintain necessary forms to respond to the needs of the office. Reviews special education records for compliance with state guidance SPR&I (Systems, Performance, Review & Improvement) and the IDEA. Accuracy of student records files is connected to district reimbursement dollars.

4. Secretarial Support. Provides secretarial and student record support to office administrators and special education teachers and specialists. Reviews every page of each student IEP for errors and inconsistencies. Contacts staff members to revise incomplete IEP documentation. Maintains on-going communication with case managers for updated caseloads and communication of necessary notations on IEP paperwork. At the discretion of the office administrator, may type and distribute staff notices and/or newsletters with IEP updates. Assists in providing secretarial support to staff and prepares communications related to IEP documentation. Maintains confidential records, evaluations, emergency procedures and information, and records and files for staff. May have regular authorization to sign designated forms for the administrator(s). As requested or assigned by the administrator, initiates and/or prepares or provides guidance in the preparation and distribution of personnel documents and actions, and personnel-related documents such as injury reports. Follows through to assure personnel and related transactions are processed and maintains awareness of and informs administrator of the action's status.
5. Office Management. Provides direction, guidance, and direct assistance to special education teachers and specialists on issues related to IEP documentation, records completion, and case management on routine matters and personal areas of responsibility. Answers telephones and responds to inquiries regarding student records; screens telephone calls; or redirects call based on knowledge of the office and the district. Receives, routes, distributes and, as appropriate, redirects mail to staff. Assists staff in the use of equipment and appropriate office and administrative procedures. Maintains calendar of events, recurring actions, deadlines, and report dates, reminding staff of activities and dates as necessary. Establishes and/or implements office processes and procedures and, as appropriate, provides direction to office staff and makes arrangements for coverage during absences, breaks, lunch, and other situations. May train and supervise office support staff. Works closely with the Associate Director of Special Education on SPR&I (Systems, Performance, Review & Improvement) work as required by the Department of Education.
6. Support of Office Work and Productivity. Prepares, develops, and maintains documents, data, and information in direct support of the functions, responsibilities, and staff of the office. Includes supporting materials, reports, records, background information, files, and records of subject matter material. Provides guidance and support in Special Education processes, use of student information systems to generate process documents, and maintenance of paper and online procedural documents.

7. Office Inventory. Maintains office inventory records and supply orders, prepares requisitions, checks in supplies and materials, and arranges for purchase order payment. Collects, assembles, and maintains documentation on office production and workload data as required.
8. Special Projects. Undertakes a variety of special projects related to the specific work of student records. Special project work includes tracking initiatives, collecting data and reports, preparing schedules and timelines, coordinating and recording meetings, maintaining reports on action follow-up, coordinating with external parties as assigned, and establishing files and documentation. May draft correspondence concerning special projects.
9. Conducts Research and Prepares Reports and Background Information. At the request of the office administrator, gathers background information and material, conducts preliminary record, hard copy, or on-line research to gather data and information required by the office administrator. Prepares the data in usable form to include assembled documents, spreadsheets, data bases, summary documents, etc.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Two years of post-high school education preferably leading to an associate degree. At the discretion of the District, highly related and comparable experience in excess of that required below may be substituted for all or part of the two years of college/university education.
- Five (5) years of progressively responsible office experience involving independence of action and decision-making responsibilities.
- Must possess a keen attention to detail and have the ability to review student records for accuracy, errors, and inconsistencies.
- Two years' experience using all or a combination of the following skills: filing online reports; accounting and bookkeeping; analyzing information from different sources; researching information from online sources; and critical thinking.
- Must possess advanced secretarial, administrative, and clerical skills including typing and filing, and must possess knowledge of basic office equipment and technology, keyboarding skills of at least 40 words per minute, and skill in the use of office software for documents, spreadsheets, presentations, and, as appropriate, data bases.

- Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Ability to interact with students, parents, staff, and community members, personally, telephonically, and through electronic communications in a warm and confident manner.
- Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
- Ability to maintain confidentiality in all matters.
- Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry, or distraught. In such interactions, employee must be able to maintain control, decorum, and professionalism.