



Special Services Administrative Assistant

Department: Special Education

Contract: 260 Days

Supervisor: Director of Special Services

Status: Non-exempt

Support Staff Contract

Position Overview & Responsibilities

The Special Services Administrative Assistant is the primary support for the director of special services, and provides clerical support necessary to the administration of the Special Services Department. Responsibilities for this position are primarily related to special education, but also include Section 504, health services, and McKinney-Vento/Homeless services.

- Provide clerical support of a confidential and non-confidential nature for the director of special services, supervisors, and office, including general maintenance of files, correspondence, announcements, and publications, and special education hiring and onboarding.
- Assist director of special services with scheduling, calendar for advisory committees and action team meetings, phone calls, and registrations.
- Assist director and supervisors of special services with special educator/teacher evaluation clerical tasks including scheduling, reports, and files.
- Help maintain 504 and McKinney-Vento/Homeless documentation requirements and files.
- Provide clerical support to supervisors and staff with program scheduling, notices, timesheets, and supplies for Extended School Year (ESY).
- Assist with record requests for special ed open-enrolled students and with tuition agreement documents.
- Collaborate with due process paraprofessionals for special education record retention, including the organization of graduated or former students' records.
- Assist with special transportation request paperwork, related communications, and record keeping.
- Assist in providing reports for third party billing specialist and enrollment/MARSS coordinator.
- Responsible, with other district office support staff, for receiving visitors and calls, answering questions, facilitating office entry, and referring visitors, as necessary.



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- Coordinate the purchase of office supplies, including computer and copy machine supplies, office supply inventory, and equipment repair requests.
- Assist staff with “*SmartFind*” (substitute scheduling program).
- Perform other related duties as assigned.

Qualifications

High school diploma or equivalent (GED) required. Post-secondary education in business college or secretarial experience (3-5 years) preferred. Demonstrable work experience in special education clerical support including *SpEdForms* data management is strongly preferred. Must be proficient in *Google* workspace apps including *Gmail, Docs, Drive, Calendar*, and spreadsheets. Must possess strong organizational skills, written and verbal communication skills, and have the ability to work well with diverse groups of people.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran’s preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.