

Monticello Public Schools
ISD #882
JOB DESCRIPTION

**Position Title: Administrative Assistant
to the Director of Special Education**

Department: District Office Personnel

Exempt Status: Non-Exempt

Reports To: Director of Special Education

Date: June 26, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Responsible for providing direct support to the Director of Special Education in order to assure the smooth and efficient operation of the Special Education Cooperative. Provide general office support and knowledgeable and professional administrative services to administrator, staff and community in an efficient and timely manner so that the overall district educational objectives may be achieved.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

25% Special Education Cooperative Services

- A. Cooperative Board Meetings
 - Prepare agendas and board member packets/books.
 - Attend board meetings and take minutes/notes, type up official board meeting minutes.
 - Prepare minutes and submit to newspaper for publication.
 - Keep accurate records of all Cooperative Board Meetings.
- B. Assists with scheduling and preparing for open position interviews.
- C. Reviews and reconciles special education absences on Absence Management (AESOP).
- D. Maintains Crisis Prevention Intervention (CPI) and employee certifications.
- E. Provides support and contact information for the Special Education Cooperative.
- F. Handles and maintains speech and assessment testing for the Special Education Cooperative.
- G. Schedules sound booth appointments for Audiologists and mails confirmation letters with directions.
- H. Processes requests and paperwork for legal agencies and cooperative staff.

25% Purchase Orders/Accounting

- A. Ordering/purchasing Co-op supplies and equipment.
- B. Prepare purchase orders, process and fill requests.
- C. Tracking and processing monthly mileage for cooperative staff.
- D. Prepare and receive billings, payments and maintain accurate records.
- E. Maintain inventory.
- F. Reconcile transactions and process accounts.
- G. Monitor and track budget entries.
- H. Research cost comparison for supplies and equipment.
- I. Assist with the development, management and reconciliation of the budget.

J. Maintain credit card documentation and bank reconciliation.

25% Programs/Meetings

A. Prepare agendas, brochures/flyers, Certificate of Attendance, stipend forms, registrations, room set-up along with snacks/food/beverages for the following: CPI (Crisis Prevention Intervention) trainings, Special Education Summer Institute, Due Process Paperwork Nights, Disability Networking meetings, business managers meetings, Parent Advisory Committee, and miscellaneous staff meetings.

10% Office/Administrative Support

- A. Answer and/or direct phone calls.
- B. Handle incoming and outgoing/time sensitive mail.
- C. Photocopy, fax and scan material as needed.
- D. Maintain office equipment by trouble shooting minor mechanical problems.
- E. Maintain paper inventory and contact vendors for service.
- F. Set up student due process folders and maintain information.
- G. Set up general office files and maintain information.
- H. Manage daily office operations such as:
 - Coordinate large deadlines and mailings.
 - Coordinate office projects to assure completion and deadlines met.
 - Coordinate scheduling of work.
- I. Schedule administrator meetings, arrange location and prepare materials.
- J. Make travel and workshop arrangements.

5% Data Entry/Spreadsheets

- A. Enter, retrieve, verify, import/export data, correct and track data.
- B. Create spreadsheets with formulas, calculations and templates.
- C. Responsible for data base management.
- D. Develop and maintain web page.
- E. Assist other staff with graphics, spreadsheets and general technology questions.
- F. Assist staff with technology software applications.
- G. Manipulate the exporting and/or importing integration of data from multiple sources, to construct reports, as directed by the supervising administrator.

5% Written and Verbal Communication

- A. Proofread and review written communications.
- B. Compose correspondence for newsletters, staff bulletins, agendas and business letters for approval by supervisor/administrator.
- C. Create new forms for gathering information.
- D. Interaction with staff, parents and community.

2% Backup Support

- A. Departmental and building coverage back-up support.

2% Work Direction/Training

- A. Assist in the communication for administrator between agencies, staff, and community.
- B. Assist in the training of others.

1% Professional Development

- A. Attend meetings, in-services and workshops as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Minimum two (2) year college degree preferred.
- Related course work preferred.

Experience:

- Previous office experience required.
- Experience in school district setting preferred.

Essential Skills Required to Perform the Work:

- Knowledge of office practices.
- Knowledge of computer programs/data processing.
- Knowledge of data management.
- General clerical skills.
- Proficiency in operating computer hardware and software applications.
- Working knowledge of building/department programs.
- Good human relations skills.
- Ability to communicate effectively.
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.
- Office organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position requires regular periods of sitting at computer.
- Position involves occasional stooping.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent fingering keys on word processing equipment and 10 key calculators.
- Position involves occasionally lifting up to 25 pounds.
- Position involves listening, speaking clearly and visual activity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.

- Position requires basic proficiency in technology.
- Position requires multiple tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.
- Position involves exercising confidentiality in handling School District information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

Working Conditions:

- Normal office conditions.
- May travel during work schedule.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Ensures daily office operation runs efficiently and smoothly.
- Maintains accuracy and up-to-date records to help ensure that the department properly meets the needs of the state, parents, students and staff.
- Maintains confidentiality, security, and accuracy regarding all students' records.
- Support students and staff by providing services that support the educational activities and programs.
- Contributes to the effective and efficient operation of the office.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.