

**OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: ADMINISTRATIVE ASSISTANT TO EXECUTIVE DIRECTOR OF SPECIAL SERVICES**

**QUALIFICATIONS:**

1. High school diploma and minimum one year secretarial experience or any equivalent combination of education and experience.
2. Computer skills including experience with Microsoft Word, Access, Excel, Outlook and Publisher.
3. Demonstrated ability to communicate effectively, both orally and in writing
4. Demonstrated problem solving skills and mature and discreet judgment
5. Ability to get along well with others and handle confidential matters
6. Ability to manage time and multiple priorities to meet deadlines
7. Aptitude for financial tasks
8. Personal transportation to run work related errands

**REPORTS TO:** Executive Director of Special Services

**JOB GOAL:** To perform administrative assistant duties for the Executive Director of Special Services

**PERFORMANCE RESPONSIBILITIES:**

1. Compose, assemble and type a variety of correspondence and reports including confidential data, from handwritten notes or verbal directions
2. Process mail and faxes informing Director of items needing attention
3. Track Director's calendar
4. Schedule certified staff interviews, send follow-up letters, and organize files
5. Monitor certification of staff to insure highly qualified status is maintained
6. Maintain accurate records to monitor SPED caseloads
7. Maintain SPED inventory as required by state guidelines
8. Prepare and track purchase orders for department budgets and follow through with procedures for payment
9. Track certificated staff member's additional hours using Excel
10. Process time sheets for district staff and contracted staff
11. Assist developing procedures and billing for special funds (Local Tax Effort Bill Backs, High Need Fund, Public Placement Fund, Medicaid, etc.)
12. Prepare for office functions such as meetings, professional development, advisory councils, etc.
13. Process professional development requests including making registration arrangements, motel accommodations, expense reimbursements, etc.
14. Additional duties as assigned

**PHYSICAL DEMANDS:** Primarily a desk job but requires the ability to be mobile with the workplace.

**TERMS OF EMPLOYMENT:** 12 Months as per School Board Policy GDBDA

**TYPE OF POSITION:** Nonexempt

**EVALUATION:** Evaluated annually by Executive Director of Special Services

**APPROVED BY SCHOOL BOARD:** February 21, 2019