

Administrative Assistant Special Education

12 months

Reports to Special Education Supervisor

Functions for Administrative Support: Evaluation Process

Communication with Parents:

- Call parents to inform them when (re)evaluation paperwork is being sent home, as well as following up with the student/parent until it is returned.
- Call parents to schedule their child's (re)evaluation meeting, as well as following up with a reminder call one day prior to the meeting.
 - Once scheduled, create a Google invitation for the school team.
 - Follow up with those parents who are no call/no shows for their scheduled (re)evaluation report meeting.

Coordinate testing process for Contracted School Psychologists:

- Construct testing schedule for contractors.
 - Locate available testing space and parking, if possible.
- Pull pupil pocket, school health records, and Special Education file of those students being (re)evaluated for the contracted school psychologist.
- Create ER/RR meeting invitations in IEP Writer
- Ensure that the ER/RR and invitation are signed by the appropriate parties and uploaded in IEP Writer.
- Providing contractors with needed testing supplies and rating forms.
- Locate students within the building when testing is to occur.

Miscellaneous:

- Call the student's past academic placement(s) to obtain educational records, if not already received.
- Distribute Teacher Input Forms and rating scales to all those who are currently instructing the student, with follow up to ensure that all are returned.
- Go to the lobby to greet parent(s) and escort them to their scheduled meeting, along with walking them down to exit.

Functions for Administrative Support: IEP Process

- Contact parents to schedule IEP Meetings (one month out a minimum)
- Create the Google Invite and send to the appropriate team members

- Email appropriate person to request coverage for regular education teachers to attend the IEP Meeting
- Create and finalize the Invitation to Participate
- Contact parents to remind them of the IEP Meeting (2 days ahead of the meeting)
- Retrieve parents from the lobby and bring them to 705 for the IEP Meeting
- Scan, upload (to IEPWriter), and file IEP documents
- Print and file progress reports
- Streamline teacher input
- Transition resources

Benefits:

- Access to consistent coaching in instruction and technology integration
- Access to best-in-class technology resources and a physical framework designed with innovative learning in mind
- Excellent health benefits (for both you and your family), retirement benefits, and more!

Please visit our website at www.stringtheorieschools.org/join-our-team to learn about the application process. Send all required materials to employment@stringtheorieschools.org.