

# BOURNE PUBLIC SCHOOLS

## Executive Assistant Special Education and Student Services Job Description

**Reports to:** Director of Student and Special Education Services

**Job Goals:** To assist the Director of Special Education and Student Services in the system wide data management, paperwork and timeline requirements involved in special education and student services. Responsibilities relate to the coordination of process and procedures with the goal of:

1. Maintaining a comprehensive, current, and efficient data management system and;
2. Meet the legal data processing requirements and mandates of Bourne Public Schools, the Department of Elementary and Secondary Education, and the U.S. Department of Education.

### **Responsibilities:**

1. Coordinates with the Director of Special Education and Student Services all operations necessary for the smooth functioning of the student services and special education office.
2. Supports Student Services Directors in compliance and processing of all special education paperwork.
3. Assists the district completion of all state and federal reporting for special education students.
4. Assists the Out-of-District Coordinator with, to include but not limited to the coordination of special education paperwork, billing, contracts, attendance, and monthly reporting.
5. Creates and sends referral packets for recommended students seeking an out of district placement.
6. Supports staff use of Student Information Systems utilized by special education.
7. Maintains and organizes all information concerning the tracking of outstanding IEPs.
8. Processes all incoming IEPs to include updating files (paper and electronic) and applicable data bases
9. Update and maintain all Student Information Systems (i.e. ESPED, PowerSchool, Lumea, etc.) with student information as needed, including end of the year reporting, maintenance, and roll over.
10. Coordinates the special education data required for Medicaid reporting.
11. Collaborates on and coordinates the purchasing, invoicing, and accounting of purchases for the Special Education and Student Services Department.
12. Receives and distributes all supplies to appropriate personnel.
13. Maintains and organizes all information for out-of-district students used for state reimbursement (i.e. Circuit Breaker).
14. Collaborates with the Director of Transportation to support the transportation needs of special education students.
15. Manages the day to day needs of the Special Education and Student Services office.
16. Performs all other related responsibilities as may be assigned by the Director of Special Education and Student Services.

### **Essential Functions:**

1. Maintains a record of regular attendance, arrives and departs at specified contractual times and notify the appropriate personnel when absent.
2. Possesses a strong working knowledge of Microsoft Office and Google.
3. Maintains the physical agility and strength to perform job-related tasks as appropriate.
4. Be able to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run.
5. Be able to occasionally lift and/or move objects.
6. Be able to work in a noisy, stressful, high-pressure environment and maintain student safety.

7. Be able to work independently.
8. Be able to respond to emergency situations.
9. Ensures confidentiality regarding all personal information and educational records concerning students and their families.
10. Participates, completes, and adheres to all district-wide mandatory training, including but not limited to confidentiality, civil rights, conflict-of-interest, technology use, and security requirements.
11. Pursues professional training to keep skills current, participate in in-service training, programs, attend courses, attend department meetings, etc.
12. Communicates effectively verbally and in writing.

**Qualifications:**

- Successful completion of high school
- Completion of business school/college courses preferred
- Experience as an executive administrative assistant preferred

**Evaluation:** In accordance with the employment contract

**Terms of Employment:** In accordance with the employment contract