



JOB DESCRIPTION: Special Education/Student Services Assistant

Job Description

Administrative assistants at Thornton Academy perform a wide range of administrative and office support activities for an administrator, director, and/or department to facilitate the efficient operation of the school. The following is a summary of the general role of “administrative assistant” and the key competencies required for successful job completion. Additional responsibilities that are specific to the special education/student services administrative assistant position are included below. Full time, School Year position.

Accountability

The Special Education/Student Services Administrative Assistant takes daily guidance and task direction based on the needs of student programming and reports to the Director of Student Support in fulfilling all duties.

Key Competencies

- Written and verbal communication skills
- Planning, prioritizing, and organizing tasks, materials, and workflow
- Problem assessment and problem-solving
- Information gathering and dissemination
- Attention to detail and accuracy
- Flexibility and adaptability
- Customer service orientation
- Working as a supportive and effective member of a team
- Maintaining confidentiality

Performance Responsibilities

Tasks for this position include but are not limited to:

- Answering, screening, and transferring inbound telephone calls
- Receiving and directing visitors
- Completing general clerical duties including photocopying, faxing, emailing, and mailing
- Using and maintaining databases (as required)
- Interfacing with the School Information System (SIS) and other platforms required to fulfill role requirements
- Using and maintaining electronic and hard copy filing systems
- Retrieving documents and information from filing system(s)

- Handling requests for information
- Providing responses to routine inquiries
- Preparing and modifying documents including correspondence, reports, drafts, memos, and emails; proficient use of Google Suite (Gmail, Google Drive, Docs, Sheets, Slides, etc.)
- Scheduling and coordinating meetings, appointments, and travel arrangements for one's administrator/director/department
- Preparing agendas and supporting materials for meetings
- Recording, compiling, transcribing, and distributing (in hard copy or electronically) meeting minutes
- Opening, sorting, and distributing incoming correspondence
- Maintaining office supply inventories; ordering as needed
- Coordinating maintenance of office equipment
- Cooperating with and supporting the efforts of fellow assistants for special projects and/or under emergency circumstances

Additional Performance Responsibilities

- Preparation and input of data for school, local, and state reporting
- Ordering office & classroom supplies, and supporting the budget process for all department expenditures
- Contacting other agencies, districts, schools and district employees to discuss departmental procedures, for scheduling, for share of information, etc.
- Monitoring a wide variety of activities on behalf of the department (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and operational expectations
- Maintaining the special education calendar (e.g., scheduling meetings, paperwork timelines, parental notifications, etc.) for the purpose of meeting target dates in compliance with established guidelines and regulatory requirements
- Supporting processes within IEP/504 software and special education management system
- Maintenance of special education student files and records
- Additional duties and tasks as assigned by the Director of Student Support and/or a senior administrator

To apply, please submit the following:

- Letter of interest
- Current resume
- Completed application form (available for download here)
- Three letters of reference, including contact information for each individual
- Copies of all post-secondary transcripts
- Unofficial/student-issued transcripts are acceptable for initial application; official transcripts may be requested later.

- Evidence of valid State of Maine certification with the appropriate endorsement

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org.

If electronic submission is not possible, papers may be mailed via USPS to:

Lisa Estabrook
Thornton Academy
438 Main Street
Saco, ME 04072

Thornton Academy is an independent town academy located in Saco, ME, serving a range of students including both publicly funded local students as well as private day students from towns across the region as well as an international boarding program.

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.