

Administrative Assistant to SPED Director

Purpose Statement

The role of the Administrative Assistant to the Special Education (SPED) Director is to provide comprehensive and confidential administrative support to the SPED Director. This includes managing information flow, ensuring efficient operation of support functions, coordinating projects and site activities, and maintaining accurate records in compliance with administrative guidelines and legal requirements.

Supervisory Relationship

Reports to: Director of Special Education

Essential Functions

- **Technical Support:** Assist in the training for technical state software programs, including the orientation of Special Education Specialists, to provide necessary technical support.
- **Data Compilation:** Compile data from various sources such as disability costs, time sheets, calendars, expenditures/budget, and internet research for preparing reports and making recommendations.
- **Project Coordination:** Coordinate projects, functions, and program components, including meetings, in-service events, travel, and complex office support services, ensuring timely completion and service delivery.
- **Document Management:** Maintain both manual and electronic files and records, including budget data, state contracts, student placement, employee records, and financial records, providing up-to-date information and historical reference.
- **Activity Monitoring:** Monitor activities on behalf of the Administrator, such as program components, meeting arrangements, account balances, and work order status, to achieve goals and meet deadlines in compliance with guidelines.
- **Office Management:** Oversee office activities, including payroll, grant preparation, spreadsheets, monthly budget reports, and Director’s schedule, ensuring organized assignments, progress monitoring, and work completion.
- **Meeting Participation:** Attend various meetings, workshops, and trainings to provide or receive information, record minutes, and support attendees’ needs.
- **Report Preparation:** Prepare a variety of reports, documents, and correspondence, both confidential and non-confidential, documenting activities and conveying information.
- **Administrative Procedures:** Present information on administrative procedures, such as department/program policies and submission procedures, to orient new personnel and disseminate information.
- **Document Processing:** Process documents and materials, including time sheets, work orders, requisitions, travel reimbursements, and budget transfers, ensuring compliance with administrative guidelines and regulatory requirements.
- **Supply Procurement:** Procure supplies and materials, maintaining availability and accurate records.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate standard office equipment and job-related software applications.
- Prepare and maintain accurate records.
- Strong communication skills.

- Plan and manage projects.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Read technical information, compose various documents, and facilitate group discussions.
- Analyze situations to define issues and draw conclusions.
- Understand accounting/bookkeeping principles, business telephone etiquette, and common office machines.
- Knowledge of complex state guidelines/procedures for creating student contracts.
- Office methods and practices.

Abilities

- Schedule activities, meetings, and events.
- Gather and collate data.
- Use basic job-related equipment.
- Work independently and with a diversity of individuals and groups.
- Adapt to changing work priorities and maintain confidentiality.
- Solve problems and work with frequent interruptions.

Work Environment

Perform tasks involving some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling, and fine finger dexterity. Job generally involves 60% sitting, 20% walking, and 20% standing. Work in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Community college and/or vocational school degree in a job-related area.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SQ

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.