



ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

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| Position Title: Early Childhood Special Education (ECSE) Administrative Assistant | Department / Building: Special Services/Special Education |
| Reports To: Special Education Administrator | FLSA Status: Exempt |
| Grade / Subgrade: Early Childhood Special Education, Birth through age 5 | Bargaining / Work Unit: Support Staff/Clerical |
| Duty Year: 260 days | Position Last Updated: 05-14-2024 |

SECTION II: JOB SUMMARY

The Early Childhood Special Education (ECSE) Administrative Assistant maintains confidential special education records on the district student data management systems and hard copy, generates specialized reports from the district student data management systems. Serves as primary intake contact for Help Me Grow referrals and provides assistance to special education personnel. The ECSE Administrative Assistant reports to the ECSE Coordinator and Assistant Director of Special Education and is responsible to those staff for the proper interpretation and performance of the duties and responsibilities of the position.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Duty/Responsibility # | 1 | Statement of duty/responsibility: Intake and Record-keeping, ECSE Birth to Three |
| Percent of Time | 25% | |

Tasks involved in fulfilling above duty/responsibility:

- Receive and process birth to three referrals from Help Me Grow referral website, parents/guardians, childcare programs, pediatricians, and county social workers.



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- Maintain a system for tracking and filing birth to three referrals and send packets to parents/guardians.
- Provide data required for quarterly and annual reports to MDE; coordinate and distribute MDE Family Outcome Surveys.
- Input data and maintain Child Outcome Summary Form spreadsheets and file reports annually with MDE, under the direction of the Early Childhood Coordinator or supervisor.

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|------------------------------|-----|--|
| Duty/Responsibility # | 1 | Statement of duty/responsibility: Intake and Record-keeping, ECSE Three through Five |
| Percent of Time | 25% | |

- Receive and process all age three to five referrals from Help Me Grow referral website, parents/guardians, childcare programs, preschool programs, pediatricians, county social workers, and early childhood screening.
- Maintain a schedule of new referrals and intake meetings.
- Maintain ECSE evaluation and referral log information.
- Input data and maintain Child Outcome Summary Form spreadsheets and file reports annually with MDE, under the direction of the Early Childhood Coordinator or supervisor.
- Develop and maintain student transport information spreadsheet.

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| Duty/Responsibility # | 1 | Statement of duty/responsibility: Clerical support and student data management, ECSE Birth through Five |
| Percent of Time | 50% | |

Tasks involved in fulfilling above duty/responsibility:

- Generate specialized reports from district student data management systems (Synergy or SpedForms) for district office personnel and supervisors.
- Provide clerical assistance to certified employees related to due process documentation and procedures, including maintenance of accurate records, schedules, and databases.
- Process incoming and outgoing mail and other correspondence related to due process documentation and procedures.
- Assist certified special education staff with scheduling of meetings and related correspondence.
- Work with the MARSS Reporting Specialist on accurate and timely special education data reporting.
- Maintain accurate databases for Third Party Reimbursement reporting, and assist employees with data entry in SpedForms.
- Assist employees and visitors with inquiries regarding general information pertaining to early childhood special education programming, and refer questions to appropriate personnel when necessary.
- Provide accurate data with confidentiality from maintained documents.
- Maintain a system for requesting and receiving medical records.
- Monitor, organize, and maintain student special education cumulative records.



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- Attend meetings, workshops, and training sessions as directed by supervisor.
- Perform other related duties as assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to build positive relationships with others.
- Communicate effectively to different stakeholder groups including parents.
- General understanding of early childhood special education programming.
- Capacity to work with technology and electronic data management systems.
- Demonstrates the ability to establish work priorities and maintain confidentiality of student data.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Requires a high school diploma or equivalent (GED). Excellent computer, communication, and interpersonal relationship skills necessary. One year of clerical experience preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience in the area of special education preferred, experience with *SpEdForms* data management system highly preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.



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| Demands | | | | | |
|---|------------------|--|----------------------------|--|---|
| N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%) | | | | | |
| Physical | Lifting/Carrying | | Exposure to Environmentals | | |
| Standing | O | Up to 10 pounds | F | Possible exposure to blood-borne pathogens through body and/or body fluids | O |
| Walking | O | Up to 25 pounds | O | Toxic chemicals | N |
| Sitting | C | Up to 50 pounds | O | Moving parts | N |
| Talking in person/on the phone | C | Up to 75 pounds | N | Electrical shock risk | N |
| Pushing/pulling | O | Up to 100 pounds | N | Explosives | N |
| Hearing | C | More than 100 pounds | N | Fumes | N |
| Feeling, grasping, finger dexterity | C | Noise Levels | | Extreme cold (non-weather) | N |
| Climbing, balancing | N | Quiet (i.e. private office) | F | Extreme heat (non-weather) | N |
| Stooping (bend at waist) | O | Moderate noise (i.e. business office with printers, light traffic) | F | Varying weather conditions | N |
| Crouching, crawling, kneeling, squatting | O | Loud noise (i.e. many children laughing and playing, large earth moving equipment) | O | Sight | |
| Stretching/reaching with hands and arms | O | Very loud noise (i.e. jack hammer, front row rock concert) | N | Vision for close work/ability to adjust focus | F |
| Distinguishing smell | N | | | Looking at computer monitor | F |
| Distinguishing temperature | N | | | Color vision (identify and distinguish colors) | F |
| Traveling by automobile | O | | | Peripheral, depth perception | F |

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital



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status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.