

## **MARLBOROUGH PUBLIC SCHOOL DISTRICT**

### **PUPIL SERVICES ADMINISTRATIVE ASSISTANT**

Marlborough Elementary School (PreK-6) is seeking highly qualified candidates who would be responsible for assisting the Director of Pupil Services and school staff in performing various administrative duties of a confidential and complex nature as outlined below.

#### **ESSENTIAL DUTIES**

- Support the school administration and other personnel on a united team serving students and families
- Schedule all PPT and Section 504 meetings
- Create initial PPT and 504 paperwork for staff and generates preliminary PPT data within CT-SEDS to facilitate IEP/504 processes
- Ensure PPT and 504 documentation is completed with accuracy within state guidelines
- Ensure progress reporting dates align with report card dates
- Validate Connecticut state-required reporting for: SEDAC, Medicaid, Early Childhood Outcomes, Restraint and Seclusion
- Support PSIS contact for state reporting
- Schedule PreK screening, publish information in the local media, respond to parent inquiries, organize peer model lottery and registration
- Schedule Birth to Three transition meetings and PPTs
- Address parent or staff special education concerns and/or direct them to the appropriate contact(s)
- Prepare confidential correspondence, reports, and special projects for the Superintendent and Director of Pupil Services
- Assist the Director of Pupil Services and their responsibilities to:
  - Respond to audit requests
  - Provide required training of staff
  - Plan Extended School Year plan (schedules and transportation needs)
  - Transition of identified students' plans to RHAM
  - Coordination of specialized transportation
  - Preparation of IDEA grant SEDAC-G (ECG)
  - Budget preparation

#### **QUALIFICATIONS**

Candidates should have experience in the duties for a school district outlined in the Essential Duties or in a similar role along with:

- Strong computer skills, including knowledge of student and employee administrative systems (PowerSchool), Microsoft Office™, PowerPoint, Google, CT-SEDS and other applicable software applications and adaptability to changing technology needs
- Strong organizational and communication skills; ability to prioritize in order to meet deadlines
- Maintain a high level of confidentiality required by the position
- Readily adapt to changing priorities
- Demonstrated ability to work independently, employing outstanding interpersonal skills, as well as being highly organized, flexible, resourceful, and efficient
- Demonstrated reputation for forming strong partnerships with staff, students, and families.
- High School Diploma; post-secondary education preferable.

### **EMPLOYMENT TERMS**

This is an unaffiliated position, working 180 school days plus 20 days, starting at an hourly rate of \$25-\$31, commensurate with experience. Access to an excellent medical benefits plan, pension plan, and paid time off.

### **REPORTS TO AND EVALUATED BY**

The Director of Pupil Services