

VACANCY POSTING:

POSITION: Special Education/Food Service Administrative Assistant

WHERE: Lincolnview Local Schools - Special Ed./Food Service Office

WHEN: 2024/25 School Year

HOURS: 7.5 hours per day – 10-month contract

SALARY: Per hourly rate salary schedule

DEADLINE FOR APPLICATIONS: February 21st or until filled

QUALIFICATIONS:

- High School Diploma or an Associate's or Bachelor's Degree in a relevant field is preferred.
- Post-secondary business school training or equivalent secretarial work experience is desirable.

RESPONSIBILITY / ADDITIONAL INFORMATION:

- This position is responsible for the efficient managing of the Special Ed. Office under the direction of the Special Ed. Director. This position will require secretarial duties/activities that promote the productive day-to-day operations in the Lincolnview School District, Special Education Department through organization and maintenance of student records, data entry, report creation, collaboration with staff, and overall clerical duties assigned. This person will report to the Special Ed. Director in areas of special education.
- This position also requires time spent in the Food Service Department working under the Food Service Director. Primary responsibilities would include the following: managing the main food register, daily collecting & depositing of funds, and any other duties assigned.

Special Ed. Administrative Assistant Duties:

- Completes daily day-to-day operations of Special Ed. Office- answering phones and directing info. to needed parties under the direction of the Special Ed. Director. Will be able to efficiently manage office communications under the direction of the Director of Special Ed. when Dir. is out at other meetings.

- Daily communication review with Director of Special Ed. to assist with changing needs in the office to set priorities that need to be completed for the day, week, or month etc.
- Communicates with Special Ed. Office staff, related support staff and teachers to support needs of the Director of Special Ed.
- Assists School Psychologists with their filing of paperwork and completion of needed documents since they are not here at LV every day.
- Assists Director of Special Ed with scheduling of meetings with parents, staff or agencies.
- Helps create and manage on going Special Ed. Excel spreadsheets, google doc. forms, and documents to support Director and School Psychologists for various reports that need to be created based on this data to meet state guidelines and deadlines.
- Assists Director for upcoming meetings with staff: prepares materials for meetings, makes copies, creates documents if needed etc..
- Organizes Special Ed. student files upon completion of IEP/ETR's for district to include district office files, EMIS paperwork, Samegoal documents.
- Assists Director to prepare for Special Ed. Audits that require the gathering of various documents- these audits continue to grow in numbers and scope and need to be uploaded into secure sites by Administrative Assistant. This is often tied to state funding from the state to the district.
- Assists Director in working with Spec. Ed. Teachers in securing needed paperwork for the completion of student documentation for IEP's, ETR's, Medical checklists, therapy documentation, School Psych paperwork, etc.
- Will be able to complete Samegoal transfer documents in and out of the district at Dir. request.
- Works with other district secretaries to secure special ed. files and paperwork from outside schools for new incoming and exiting students especially new students: Marsh, Vantage, Goedde, CLC, TE PS and all outside districts that require these same documents.
- Sends special ed. records to area districts for EMIS, IEP and ETR documents after meetings for students that are open enrolled. Van Wert has a large amount of students that attend LV for example and need this documentation sent to VW district after the meetings.
- Works with area school secretaries that are requesting records that they would need for their open enrolled students "into" LV or open enrolled "out of district" students to area schools: Crestview, Paulding, Delphos, Van Wert.
- Follow-up with parents that require multiple phone calls to communicate school needs for example, to complete special ed. paperwork (IEP surveys, ETR docs, permission to test with signatures etc.), schedule meetings, etc.
- Assist staff with the creation of custom reports, spreadsheets, and data files to be utilized for school reporting.

SKILL SETS ESSENTIAL FOR THE POSITION:

- Must have strong organizational and clerical skills
- Must have strong communication skills
- Must maintain the highest level of confidentiality
- Must have an acceptable background check and complete all required employee records and checks of the Lincolnview Local Schools
- Must be prompt and dependable with regular attendance
- Must be flexible and adaptable to ever-changing events
- Must have the ability to manage multiple projects and deadlines
- Must be willing to gain needed training to perform assigned duties
- Must have strong ability to create and maintain reports for state compliance
- Must have skills in collaborating with colleagues to gain needed information
- Must have positive attitude and a willingness to be a team player to achieve successful goals
- Technology competencies and knowledge of various software applications or the ability to learn (Ex. Samegoal program, DASL, EMIS, progress book, Microsoft word, google docs, Excel spreadsheets, etc.)
- Knowledge and experience with Special Ed. processes are preferred or the ability to learn
- Performs other specific job-related duties as assigned
- Proficient in handling money and funds

IF INTERESTED, PLEASE SUBMIT THE FOLLOWING TO:

- Letter of interest
- Resume
- List of references
- Classified Employee Application (see Lincolnview Local Schools website -under the link "employment")

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