

Administrative Assistant Special Education

12 months

Reports to Special Education Supervisor

Functions for Administrative Support: Evaluation Process

Communication with Parents:

- Call parents to inform them when (re)evaluation paperwork is being sent home, as well as following up with the student/parent until it is returned.
- Call parents to schedule their child's (re)evaluation meeting, as well as following up with a reminder call one day prior to the meeting.
 - Once scheduled, send an IEP invitation to the parents via DocuSign
 - Once scheduled, create a Google invitation for the school team.
 - Follow up with those parents who are no call/no shows for their scheduled (re)evaluation report or IEP meetings.
- Send progress reports to parents via DocuSign

Coordinate testing process for Contracted School Psychologists:

- Create ER/RR meeting invitations in PowerSchool Special Programs
- Ensure that the ER/RR and invitation are signed by the appropriate parties and uploaded in PowerSchool Special Programs.

Functions for Administrative Support: IEP Process

- Contact parents to schedule IEP Meetings (one month out a minimum)
- Create the Google Invite and send to the appropriate team members
- Email appropriate person to request coverage for regular education teachers to attend the IEP Meeting
- Create and finalize the Invitation to Participate.
- Contact parents to remind them of the IEP Meeting (2 days ahead of the meeting)
- Scan, upload (to PowerSchool Special Programs), and file IEP documents
- Print and file student IEP/NOREP paperwork

Transportation

Transportation (School Year/ESY, APS/Private)

- COMPASS management, data entry, TAR submissions
- TARS, submitting, monitoring, per school/program year per student
- Parent/School Staff transportation communications
 - Daily transportation support, complaint filing, phone calls and emails, private route set up, communications, route tracking, district office liaison

- ESY Transportation support
- District Transportation Office - calendar and bell time submissions for all school campuses, private placement, and APS for SY and ESY annually
- Serve as a central communications point between family, legal (occasional) school staff, transportation vendors, and school district of Philadelphia transportation staff to and from all parties.
- Phone Calls, emails, meetings.
- Request and maintain all school calendars for school closures/delays/early dismissals
- Google folder and spreadsheet.

Monitor and request private routes set independently from School District transportation.

- Emails, requests, complaints, invoices.

Transportation Charges and Invoices

- Review chargebacks and direct invoices for all transportation services with attendance for accuracy and provide to the business office/Director of Special Education

Miscellaneous:

- Call the student's past academic placement(s) to obtain educational records, if not already received.
- Other duties as assigned.

Benefits:

- Access to consistent coaching in instruction and technology integration
- Access to best-in-class technology resources and a physical framework designed with innovative learning in mind
- Excellent health benefits (for both you and your family), retirement benefits, and more!

Please visit our website at <https://www.stringtheoryschools.org/career/join-our-team> to learn about the application process. Send all required materials to employment@stringtheoryschools.org.