SOUTHINGTON Public Schools

# JOB DESCRIPTION

**TITLE:** ADMINISTRATIVE ASSISTANT

**DEPARTMENT:** Pupil Personnel Services/Data Management

**QUALIFICATIONS:**

1. A minimum of a high school diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful experience as an administrative assistant.
4. Excellent computer skills including familiarity with Microsoft Office™ (Word, Excel, etc.).
5. Knowledge of PowerSchool and Alio computer programs preferred.
6. Excellent interpersonal and communication skills.

**REPORTS TO:**
Special Education Coordinators

**JOB GOAL:**
To assure the smooth and efficient operation of the Pupil Personnel Service Office.

**PERFORMANCE RESPONSIBILITIES:**

1. Support PPS community via email, phone, mail, and in person.
2. Schedule PPTs, correspond with parent and IEP team, create meeting invitations, and distribute IEP generated student documents for special education coordinators and out-of-district PPT facilitator.
3. Provide support, including calendar management to special education coordinator and serve as backup to other PPS administrative assistants.
4. Assess changing needs of PPS and develop systems, processes, and reports as needed.
5. Fulfill student records requests.
6. Facilitate out-of-district evaluators.
7. Maintain and manage special education records for the district.
8. Manage CT-SEDS database and serve as liaison to CSDE, Connecticut Education-Performance office.
9. Verify and coordinate student special education and 504 status changes in PowerSchool, PSIS, and CT-SEDS.
10. Verify special education data for state reporting through CT-SEDS and SEDAC.
11. Serve as a resource for district staff access and interface with CT-SEDS.
12. Maintain multiple databases including pupil personnel services staff, new referrals to special education, and graduation status for out-of-district and transition students.
13. Perform any other job related responsibilities as assigned by special education coordinators and director.

3-14-96
Revised 4-10-06 Approved 5-11-06
Revised 1-31-25 Approved 2-27-25

**TERMS OF EMPLOYMENT:**

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A twelve-month work year.

**EVALUATION:**

Performance of the job will be evaluated annually by the Special Education Coordinators.

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