SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Pupil Personnel Services

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:
Director of Pupil Services

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 the director and backup to coordinators and other PPS administrative assistants.
4. Assess changing needs of PPS and develop systems, processes, and reports as needed.
5. Fulfill student record requests.
6. Facilitate out-of-district evaluators.
7. Maintain and manage special education records for the district.
8. Maintain records as directed by immediate supervisor including, but not limited, to budget spreadsheets, Excess Cost reports, etc.
9. Prepare reports for the Connecticut State Department of Education, monthly reports, and maintain statistics as directed.
10. Prepare and maintain tuition reports for all out-placed students including, but not limited to, generation of monthly reports, preparation of contracts, attend status meetings.
11. Assign homebound tutors, process timesheets in Frontline.
12. Track and process payment of special education bills including, but not limited to, tuition, evaluations, diagnostics, GT, OT/PT. Review monthly budget reports to ensure accuracy.

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Revised 1-31-25 Approved 2-27-25

13. Secure interpreters for district PPTs.
14. Work closely with director on department legal matters.
15. Perform any other job related responsibilities as assigned by the director and special education coordinators.

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 Director of Pupil Services.