SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Pupil Personnel Services/Transportation

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 record requests.
6. Facilitate out-of-district evaluators.
7. Maintain and manage special education records for the district.
8. Coordinate all specialized transportation for district and out-of-district students.
9. Create and maintain financial spreadsheets to report Excess Cost for in-district and out-of-district students.
10. Assistant to ESY coordinator.
11. Coordinates all aspects of district Physical Management Training (PMT).
12. Work with McKinney Vento Liaison to organize transportation for displaced students, as well as maintain a spreadsheet to track students and costs.
13. Perform any other job related responsibilities as assigned by the immediate supervisor.

Union approved July 14, 2000
Revised: 4-10-06; Approved: 5-11-06; Revised: 10.20.16 BOE Meeting
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 will be evaluated annually by the Special Education Coordinators/Director of Operations.

Union approved July 14, 2000
Revised: 4-10-06; Approved: 5-11-06; Revised: 10.20.16 BOE Meeting
Revised 1-31-25 Approved 2-27-25