SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Pupil Personnel Services/Pre-K

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, ALIO, IEP Direct, InfoSnap Online Registration 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. Coordinate and maintain documentation associated with the Integrated Preschool Program.
9. Provide oversight of all documentation related to Medicaid billing, including data collection and maintenance of required database.
10. Process Birth-to-Three referrals with special education staff and providers by facilitating 90-day transition meetings, parent notification, and file/database maintenance.
11. Process PPT meeting notifications and required documentation through CT-SEDs.
12. Maintain and order protocol testing materials for related services staff.
13. Coordinate the ordering and tracking of supplies and equipment needed for special education students and classrooms.

4-10-06; Revised 1/25/16
Approved by SBOE 2-26-16
Revised 1-31-25 Approved 2-27-25

14. Special education liaison to the district registrar.
15. Assist with Nexus tuition reimbursement, OLSAT ordering and management, coordination of Jump Start, electronic notifications to families, and other job-related responsibilities as assigned by the special education coordinators or director.

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.