



Richmond County Schools  
Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**

**EXEPTIONAL CHILDREN  
ADMINISTRATIVE ASSISTANT**

**REPORTS TO:**

Director of Exceptional Children

**JOB DESCRIPTION:**

The Administrative Assistant provides specialized administrative, technical, and systems support with an emphasis on managing student evaluation data and coordinating special education documentation. This position demands proficiency with student information systems, strong organizational skills, and the ability to effectively interact with diverse stakeholders including school staff, families, and community partners. The assistant ensures compliance with state and federal reporting requirements while maintaining confidentiality and accuracy in all tasks.

**QUALIFICATIONS:**

- Associates degree from an accredited institution
- Minimum of two years' experience in administrative, education, or student services roles
- Demonstrated proficiency in Microsoft Word and Excel
- Working knowledge of PowerSchool and educational protocol scoring preferred

**ESSENTIAL JOB FUNCTIONS:**

- Schedule and coordinate student testing appointments, transportation, and evaluator availability

- Prepare and distribute assessment packets based on evaluation needs; follow up with families for return
- Maintain and organize student testing files for easy access and audit readiness
- Track and update spreadsheets for student evaluations to support program data analysis
- Score stakeholder-submitted rating scales as part of the student evaluation process
- Score educational testing protocols provided by educational diagnosticians
- Access, interpret, and utilize student data from PowerSchool for planning and documentation
- Retrieve and organize medical records and historical background from parents/guardians
- Facilitate communication with IEP team members, including families and service providers
- Ensure strict confidentiality in handling student records and sensitive information
- Apply independent judgement in problem-solving and prioritizing daily workflow
- Assist in interpreting and applying state and district policies related to students with disabilities
- Collaborate with the Director and other staff while performing tasks independently with minimal supervision

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**