BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Administrative Assistant to SPED Director

Purpose Statement
The role of the Administrative Assistant to the Special Education (SPED) Director is to provide comprehensive and confidential administrative support to the SPED Director. This includes managing information flow, ensuring efficient operation of support functions, coordinating projects and site activities, and maintaining accurate records in compliance with administrative guidelines and legal requirements.

Supervisory Relationship
Reports to: Director of Special Education

Essential Functions
- **Technical Support:** Assist in the training for technical state software programs, including the orientation of Special Education Specialists, to provide necessary technical support.
- **Data Compilation:** Compile data from various sources such as disability costs, time sheets, calendars, expenditures/budget, and internet research for preparing reports and making recommendations.
- **Project Coordination:** Coordinate projects, functions, and program components, including meetings, in-service events, travel, and complex office support services, ensuring timely completion and service delivery.
- **Document Management:** Maintain both manual and electronic files and records, including budget data, state contracts, student placement, employee records, and financial records, providing up-to-date information and historical reference.
- **Activity Monitoring:** Monitor activities on behalf of the Administrator, such as program components, meeting arrangements, account balances, and work order status, to achieve goals and meet deadlines in compliance with guidelines.
- **Office Management:** Oversee office activities, including payroll, grant preparation, spreadsheets, monthly budget reports, and Director's schedule, ensuring organized assignments, progress monitoring, and work completion.
- **Meeting Participation:** Attend various meetings, workshops, and trainings to provide or receive information, record minutes, and support attendees' needs.
- **Report Preparation:** Prepare a variety of reports, documents, and correspondence, both confidential and non-confidential, documenting activities and conveying information.
- **Administrative Procedures:** Present information on administrative procedures, such as department/program policies and submission procedures, to orient new personnel and disseminate information.
- **Document Processing:** Process documents and materials, including time sheets, work orders, requisitions, travel reimbursements, and budget transfers, ensuring compliance with administrative guidelines and regulatory requirements.
- **Supply Procurement:** Procure supplies and materials, maintaining availability and accurate records.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications
Skills
- Operate standard office equipment and job-related software applications.
- Prepare and maintain accurate records.
- Strong communication skills.

- Plan and manage projects.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Read technical information, compose various documents, and facilitate group discussions.
- Analyze situations to define issues and draw conclusions.
- Understand accounting/bookkeeping principles, business telephone etiquette, and common office machines.
- Knowledge of complex state guidelines/procedures for creating student contracts.
- Office methods and practices.

Abilities

- Schedule activities, meetings, and events.
- Gather and collate data.
- Use basic job-related equipment.
- Work independently and with a diversity of individuals and groups.
- Adapt to changing work priorities and maintain confidentiality.
- Solve problems and work with frequent interruptions.

Work Environment

Perform tasks involving some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling, and fine finger dexterity. Job generally involves 60% sitting, 20% walking, and 20% standing. Work in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is required

Education

Community college and/or vocational school degree in a job-related area

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SQ

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.