



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

P: 608-316-1917

F: 608-221-7688

www.mononagrove.org

Position Description

Position Title:	Administrative Assistant to the Director of Student Services
Department / Location:	Student Services - District Office
Reports to:	Director of Student Services
Employees Supervised:	None
Classification:	Non-exempt
Status:	12 month
Created / Revised:	February 2025

Job Purpose

Under the direction of the Director of Student Services, the Administrative Assistant to the Director of Student Services performs complex administrative services to assist the Director of Student Services and the Student Services Team, including but not limited to financial and office work in the Student Services department. The duties of this position require a high degree of organizational planning, confidentiality, attention to detail, and the exercise of independent initiative and judgment.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Maintain and create accurate office records including documents and forms for various programs.
2. Accurately enter program data in appropriate databases for state and federal compliance.
3. Prepare and review records for Special Education files and requests including pulling, copying, faxing, mailing and filing appropriate records and corresponding with other districts as necessary.
4. Maintain and update all program manuals and forms.
5. Maintain program archives including data entry and destruction of records in accordance with records retention policy.
6. Maintain accurate student records and manage incoming and outgoing students' files. Update student databases as required.
7. Assist and manage yearly tasks including but not limited to Special Education Open Enrollment, Medicaid Billing and annual mass mailings.
8. Fulfill requests for student records by phone and written correspondence.

9. Assist with arrangements for professional development trainings and meetings.
10. Assist with budget and grant development, including submitting and modifying online federal grants.
11. Maintain financial documentation regarding budgets, invoices, and supply orders. Enter items for payment in the correct database.
12. Manage purchasing for the Student Services Department.
13. Compose, calculate, maintain, and bill contracts for external Special Education services.
14. Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
15. Appropriately maintain and secure confidential records and inquiries.
16. Create and coordinate schedules for special projects including scheduling meetings, making room arrangements, developing surveys, and collecting data.
17. Attend work regularly.
18. Perform other duties as assigned.

Additional Job Functions

1. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and families.
2. Be able to plan ahead recognizing the cycle of work and projects that repeat from year to year.
3. Maintain knowledge of software and equipment used to perform duties, such as: Skyward, word processing, database, spreadsheets, e-mail, and office equipment.
4. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Must be highly organized and be able to work with nominal direct supervision.
2. Must enjoy detail-oriented work requiring a high level of accuracy.
3. Must have excellent written and verbal communication skills.
2. Must be well organized and demonstrate initiative.
3. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
4. Must understand the need for teamwork, timeliness and accuracy.
5. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors.
6. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility.
7. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

Working Conditions

1. Indoor office environment.
2. School environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in both indoor and outdoor settings.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.

5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. High school diploma or equivalent required.
2. Previous office experience preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed