

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE: Administrative Assistant – Special Education
FLSA STATUS: Non-exempt
UPDATED: August 15, 2007

POSITION OBJECTIVES: To oversee special education office operations and perform a wide variety of clerical/secretarial and administrative tasks for the Director of Student Support Services 9-12, and special education department and/or program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversees and carries out various day-to-day departmental administrative functions.
- Performs regular secretarial duties for the department: answer phones and serve as department receptionist; type/print using word processor, correspondence, reports, manuals, and the like; order office supplies; maintain appointment calendars; screen and distribute incoming mail; set up meetings; photocopy; and other department clerical functions. Specific assignments include, but are not limited to:
 - Organize and schedule transition meetings for incoming 9th graders, their parents, and the special educators from the sending school district.
 - Meet with new support staff and set up schedule for orientation into the department.
- Coordinates, initiates, prepares, processes and/or monitors various administrative/financial/operations forms, records, reports, schedules, and other documents, ensuring timely and accurate completion of documents by students, faculty, staff, parents, or others. Specific assignments include, but are not limited to:
 - Gather records and prepare mailings for students transferring to another school.
 - Perform bi-weekly payroll reports; collect, review and approve timesheets; enter and report data.
 - Coordinate the semi-annual distribution of students' special education profiles to all classroom teachers.
- Organizes and maintains various departmental files and records, frequently involving cross-filing/cross-reference systems.
- Performs a variety of tasks related to the development and maintenance of computerized departmental records using personal computer: design and basic programming of appropriate data bases and data management/reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Develops and maintains various logs and other manual record-keeping systems related to assigned functions.
- Compiles a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or other staff members.
- Performs various bookkeeping functions: initiate and process financial documents related to operating budgets or special accounts (e.g. generate and track purchase orders); monitor financial activity; organize and maintain financial records; prepare related reports; collect and disburse petty cash funds.
- Performs a variety of basic liaison functions with students, faculty, staff, parents, alumni, vendors or other department/program constituency: explain policies/procedures, answer various questions, coordinate services/assistance, handle special requests or problems, routing to senior staff members as appropriate.
- Performs other specialized or technical administrative tasks related to the department's primary function.
- Confers regularly with immediate supervisor, other department/District personnel, and/or various firms/organizations/individuals outside the District to plan and coordinate activities, exchange information, resolve problems, and the like.
- Uses discretion in handling confidential information.
- Performs related duties as assigned.

SUPERVISION RECEIVED: Reports to, evaluated by and receives direction from the Director of Student Support Services 9-12. Receives some direction and assignments from other professional educators within the department.

SUPERVISORY RESPONSIBILITIES: May train, assist and occasionally direct junior co-workers or student workers, but generally works along with those persons. Trains support staff personnel on the proper completion and submission of timesheets.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Associate's degree in business or other appropriate discipline, plus two to three years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Broad base of general clerical/secretarial skills.
- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Previous experience with computerized information systems desirable, and possibly required.
- Ability to deal effectively with a wide variety of District personnel, students, and/or outside individuals/organizations.
- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Some bookkeeping/accounting training or experience may be desirable.
- Computer Skills and Experience.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands, talk and hear. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.