

Douglas Public Schools

Job Description

The **Administrative Assistant to the Director of Special Education & Student Support Services** assists the Director of Special Education & Student Support Services with duties and responsibilities associated with the efficient ongoing operations of the office with primary duties associated with special education and other student support services.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Non-exempt*.

REPORTING STRUCTURE:

The Administrative Assistant to the Director of Special Education & Student Support Services reports to the Director of Special Education & Student Support Services.

QUALIFICATIONS:

1. High school diploma or GED required; Associates Degree or advanced training preferred;
2. At least three years of relevant experience required, public school experience, particularly special education experience strongly preferred;
3. Reliability is essential and critical;
4. Ability to perform detailed work accurately and in a fast paced environment within strict deadlines;
5. Proficiency with Microsoft applications, particularly Excel, google Apps required;
6. Strong organizational, problem solving, interpersonal and communication skills; attention to detail and ability to work on multiple duties simultaneously;
7. Ability to work effectively and efficiently in a fast paced environment;
8. Ability to work cooperatively, effectively, and responsively with all constituencies within the school community, as well as with parents and the public, is essential;
9. Ability to maintain confidentiality;
10. Ability to adapt to changing work priorities;
11. Ability to work as part of a team in a busy office environment is essential to assuring that the overall work of the Director's office is done in an accurate, responsive, and timely manner;
12. Ability to communicate effectively, both verbally and in writing; ability to handle stressful situations effectively;
13. Such alternatives to the above qualifications as the Superintendent may find appropriate

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist the Director of Special Education and Student Support Services with the day to day clerical operations of the department;
2. Communicate professionally and efficiently with staff and guardians regarding matters related to scheduling, referrals, and IEP processing;
3. Process evaluation consent forms;
4. Process IEPs (outgoing and incoming);
5. Enter 688 referrals;
6. Schedule IEP Team meetings;
7. Manages the department calendar for scheduling purposes;
8. Assist the Director of Special Education and Student Support Services with the coordination of out-of-district transportation;
9. Assist the Director of Special Education and Student Support Services with the preparation and filing of Circuit Breaker and School Choice Special Education Claiming;
10. Complete clerical tasks associated with medicaid claiming process;
11. Responsible for the generation of purchase orders and processing of invoices within the department for Director approval;
12. Update Student Information System as needed to ensure accurate SIMS data reporting for students services through the Office of Student Support Services;
13. Assist internal and external customers and provide excellent customer service;
14. Other duties or special projects as assigned by the Director of Special Education & Student Support Services.

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PHYSICAL WORKING CONDITIONS:

Work is primarily sedentary and performed in an office setting. Work requires use of hands and fingers, ability to handle and feel objects, tools, or controls. Occasional periods of walking, bending, stooping, kneeling, reaching, and occasionally lifting up to 20 pounds may be required. Specific vision abilities required by this job include close vision and ability to adjust focus. The work may require occasional in-district travel.