

ADMINISTRATIVE ASSISTANT FOR SPECIAL SERVICES

TITLE: Administrative Assistant for Special Services **LOCATION:** Administrative Center

SUPERVISOR: Director of Special Education

SUPERVISES: None

JOB SUMMARY:

Provide administrative assistance to District Representative and Special Education field staff.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Maintains Special Education student records in compliance with state and federal regulations including release/exchange of records and destruction of records in accordance to state guidelines.
- Completes ISBE and other reports related to Special Education.
- Collects and submits Medicaid information and claims related to Special Education.
- Writes and administers IDEA Flow-Through Grants.
- Establishes and maintains a database for students receiving special services.
- Maintains a current list of students requiring annual reviews, evaluations, and case studies.
- Supply maintenance and preparation of student placement forms, special education forms and staffing schedules.
- Registers new students who have received special services
- Completes referrals for special services and placements.
- Arranges transportation for students receiving special services.
- Maintains attendance records for students placed out of district.
- Keeps abreast of regulations and court rulings related to special education and researches cases as directed.
- Assists with pre-school screenings.
- Receives and distributes mail from special education agencies.

- Provides ALL administrative support for the Special Education Department.
- Completes any additional assignments requested by the immediate supervisor and/or Superintendent.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

High school diploma or GED.

Two (2) years of college preferred.

EXPERIENCE

A minimum of four (4) years of secretarial experience.

OTHER SKILLS AND ABILITIES:

- Excellent organizational, human relations and decision-making skills.
- Ability to type 60 wpm and take shorthand.
- Ability to respond to oral and written directions.
- Ability to organize an efficient filing system.
- Ability to work independently and efficiently.
- Ability to maintain confidentiality on Board and Administrative matters.
- Ability to respond quickly in case of emergency.

LICENSES/CREDENTIAL: N/A

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. Twelve month work year.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support staff.