

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Excellent communication skills
3. Strong computer skills
4. Strong organizational skills
5. Ability to work under pressure

DESIRED QUALIFICATIONS:

1. Post secondary education in related field
2. Experience with dealing with parents, staff and outside agencies

REPORTS TO: Director of Special Services

JOB GOAL: To assist the Director of Special Services and staff by ensuring that state and federal regulations, district policy and procedures and routines are implemented to aide in the smooth and responsive operation of the Special Services Department.

PERFORMANCE RESPONSIBILITIES:

1. Plan, implement, and perform office procedures to facilitate good communication, appropriate record keeping, and a positive reception area in conjunction with the Director.
2. Schedule all facets of Special Services meetings to maintain master IEP calendar and coordinate with case managers, administration, building staff and parents.
3. Ensure that the handling of all reporting data and requirements are done in a timely manner to meet the DOE deadlines.
4. Coordinate evaluation process for IEP meetings to ensure evaluators submit assessments and adhere to federal timelines.
5. Prepare and submit purchase orders for Special Services Office to Central Office for processing and distribute supplies when received. Assist staff as needed.
6. Schedule and coordinate appointments for the Director.
7. Perform clerical tasks accurately and efficiently.
8. Update and maintain all permanent Special Education files-, including student database management.
9. Maintain supplies inventories for the department.
10. Perform such other duties and responsibilities as may be assigned by the Special Service Director.

LEGAL AND ETHICAL DUTIES:

1. Maintain confidentiality about all aspects of employees, students, and personnel written and oral records
2. Demonstrate a respect for the legal and human rights of students, instructors, and other staff
3. Follow health and safety procedures established by the District
4. Arrive and depart punctually, notifying appropriate personnel about absences and coverage
5. Demonstrate dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping
5. Demonstrate the ability to communicate effectively

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document

History:

Approved: 06/19/2002, 05/01/2013

Approved: November 18, 2020