

TITLE: Administrative Assistant to the Director of Instructional Support

MINIMUM REQUIREMENTS:

- Bachelor's Degree (extensive experience may supplement educational credentials).
- Three years of school-based or central office administrative experience.
- Extensive computer and word processing skills.
- Strong organizational skills and ability to problem solve.
- Ability to handle multiple job assignments simultaneously.
- Other combinations of applicable education, training, and experience that provide the knowledge, abilities, and skills necessary to effectively perform in the position may be considered.

REPORTS TO: Director of Instructional Support

RESPONSIBILITIES:

1. To provide administrative assistant support by promoting effective communication to build a positive image for the school department as well as organization and expedition of the workflow related to these positions.
2. Assist in the preparation of all state and federal grants, reports and forms for special education, Title I, RTI, GT, and 504.
3. Prepare/type memos, documents and special projects as requested.
4. Process purchase orders and maintain records of all budget accounts and assist in budget preparation as requested.
5. Assist in the management and distribution of contracts as they relate to contracted service providers.
6. Coordinate transportation for special education needs.
7. Manage an accurate record of students with IEPs, i.e. state agency clients, outside placement, homeless, etc.
8. Manage accurate records of instructional support staff members.
9. Assist in the management of day-to-day meetings, etc., of the Director of Instructional Support, such as maintaining the electronic calendar, scheduling, arranging reservations, opening/routing daily mail, greeting visitors, composing, selecting, and editing routine correspondence.
10. Attend workshops/meetings to keep current in job performance and report preparation.

11. Support the management of Extended School Year (ESY) programs.
12. Manage the filing of all special education student records, testing records, office files, etc.
13. Assist in the management and updating of the instructional support web pages.
14. Perform additional duties as requested by the Director of Instructional Support.
15. Perform special projects and administrative functions as required for the efficient management of the central office.

EVALUATION: Director of Instructional Support.

11.1.24