

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Administrative Assistant - Special Education Eligibility Position Description**

**LOCATION:** Special Services

**JOB CATEGORY:** Professional Support

**PAY GRADE:** Grade 7

**CONTRACT TYPE:** 250 Day – 12-month employee

**FLSA:** Non-Exempt

**IMMEDIATE SUPERVISOR:** Director of Special Services

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Performs a variety of complex administrative duties and provides support to administrative personnel. Processes and transmits information to school personnel and other organizations. This position is assigned to Special Services with primary responsibility for supporting special education eligibility, referral, compliance documentation, and records management.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Serves as administrative assistant to a division Director; greets visitors and answers telephones, providing information; keyboards correspondence and related materials; prepares and maintains files and records.
- Prepares general correspondence, memoranda, reports, forms, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction.
- Answers correspondence as directed by the supervisor.
- Communicates orally and in writing with school personnel, parents/guardians, service providers, and the general public.
- Maintains appointment calendars, schedules appointments, conferences, and meetings.
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures.
- Collects, prepares, and maintains data for records and reports; generates appropriate reports.
- Requisitions supplies and materials for office operations and office equipment.
- Processes personnel forms and requests.
- Performs multiple tasks simultaneously and successfully.
- Attend meetings; takes notes and processes documents and related materials as needed.

- Maintains knowledge of current laws, regulations, and School Board policies affecting the office and special education services.
- Receives, sorts, and processes mail.
- Operates standard office equipment including word-processing, data processing equipment, copiers, scanners, and related office machines.
- Supplies routine information to staff members, administrators, and others.
- Assists and trains clerical personnel as necessary.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Complies with and supports school division regulations and policies.
- Maintains confidentiality of sensitive and protected information.
- Models' non-discriminatory practices in all activities.
- Maintains appropriate professional boundaries with students and serves as a role model in appearance, demeanor, dress, and behavior.
- Performs related duties as assigned in accordance with School Board policies and practices.

### **SPECIAL EDUCATION ELIGIBILITY RESPONSIBILITIES**

In addition to general administrative duties, this position provides specialized support for special education eligibility and compliance processes, including:

#### **Eligibility & Referral Coordination**

- Provides administrative support to School Psychologists, Related Services professionals, and the Pre-Kindergarten Coordinator.
- Reviews incoming special education referrals to ensure completeness and compliance with SST and SERT procedural requirements.
- Maintains and updates the Special Education Referral List, including student name, grade, date of birth, referral date, eligibility type (initial or triennial), components requested, and pending documentation.
- Requests missing paperwork from schools and tracks receipt to ensure compliance with eligibility timelines.
- Manages documents received for each eligibility meeting and monitors completion of required components.

#### **Records Management & Data Systems**

- Maintains and updates student records in PowerSchool, VA IEP, special education spreadsheets, and cumulative student files.
- Uploads eligibility documents, evaluations, IEPs, and supporting materials into VA IEP.
- Updates PowerSchool and VA IEP records for students who transfer in, transfer out, become newly eligible, or exit special education services.
- Completes enrollment and eligibility status changes in PowerSchool for students initially eligible for special education or when services are terminated or withdrawn.
- Prepares special education files for newly eligible and transfer-in students.
- Organizes, scans, shreds, and securely stores physical student files.
- Retrieves and manages archived student files from the transportation vault as needed.

**Eligibility Meeting Coordination**

- Prepares and mails meeting notices and related correspondence to parents/guardians at least ten (10) days prior to eligibility meetings.
- Creates meeting invitations and eligibility documentation within VA IEP.
- Tracks and follows up on required documentation prior to meetings, including teacher narratives, observations, vision and hearing records, medical reports, and related service evaluations.
- Conduct systematic follow-ups with staff at established intervals prior to meetings to ensure documentation is received in a timely manner.

**Communication and Family Support**

- Receives and screens visitors, telephone calls, emails, and mail related to the Special Services Department.
- Responds to inquiries and routes requests to appropriate staff in a professional and timely manner.
- Supports communication between the Special Services Department and families.
- Assists with the preparation and distribution of department correspondence, notices, and documentation as assigned.
- Maintains confidentiality of student and family information and adheres to established procedures and timelines.

**Departmental & Operational Support**

- Responds to transcript requests for former students with disabilities and requests from the Department of Disability Services.
- Sends medical records and original documents to schools as required.
- Maintains calendars for conference rooms and eligibility meetings, schedules appointments, conferences, and meetings.
- Attend meetings as required, including Special Services support staff meetings.
- Coordinates office setup for new hires, including phones, printers, copiers, and office equipment.
- Enters maintenance and technology work orders as requested.
- Checks departmental mailboxes and distributes materials appropriately.
- Provides backup support for VA IEP work orders.

**KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of standard office practices, procedures, equipment, and administrative techniques; confidentiality requirements; thorough knowledge of business English, spelling, and arithmetic; ability to operate office equipment; proficiency in data and word processing systems; ability to maintain accurate records; ability to establish and maintain effective working relationships; ability to follow oral and written instructions; ability to communicate effectively with diverse audiences.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to graduation from high school, supplemented by coursework in office practices and procedures and extensive clerical or

administrative experience. Experience in a school setting or with special education records and eligibility processes preferred.

### **SPECIAL REQUIREMENTS**

Must possess good moral character and serve as a positive role model in and out of the school environment. Must maintain strict confidentiality of student and personnel information.

### **PHYSICAL DEMANDS/REQUIREMENTS**

This is primarily sedentary work requiring occasional stooping, kneeling, crouching, reaching, pulling, grasping, repetitive motions, and routine lifting of materials up to twenty (20) pounds. Vocal communication is required for expressing or exchanging information by spoken word and for conveying detailed or important instructions accurately. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications. Visual acuity is required for preparing and analyzing written or electronic data, operating office equipment, and determining the accuracy and thoroughness of work.

### **EVALUATION**

The Director/Supervisor of Special Services will evaluate performance in accordance with school board policy and administrative regulations on evaluation of personnel.

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