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: Support

PAY GRADE: Grade 7

CONTRACT TYPE: 250 Day – 12-month employee

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director of Special Services

GENERAL DEFINITION AND CONDITIONS OF WORK

The Administrative Assistant – Special Education Eligibility provides specialized administrative and clerical support to the Special Services Department, with primary responsibility for coordinating special education referrals, eligibility meetings, compliance documentation, and student records management. The position supports the timely and accurate completion of eligibility procedures, maintains confidential student information, and facilitates communication among school personnel, families, service providers, and division administrators. Work requires organizational skills, attention to detail, independent judgment within established procedures, and adherence to applicable federal and state regulations and Warren County Public Schools (WCPS) policies.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

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

Administrative and Departmental Support

- Provides administrative support to the Director of Special Services, School Psychologists, related service professionals, Pre-Kindergarten Coordinator, and other designated department personnel.
- Prepares, processes, and distributes correspondence, memoranda, reports, forms, purchase orders, meeting materials, and other departmental documents.
- Receives and responds to telephone calls, emails, visitors, and inquiries from school personnel, parents/guardians, service providers, and community agencies, directing requests to appropriate personnel as necessary.
- Maintains departmental calendars, schedules appointments and meetings, coordinates conference room availability, and prepares meeting materials and documentation.

- Reviews documents and data for accuracy, completeness, and consistency with established procedures; prepares reports and maintains organized administrative records.
- Processes departmental mail, supply requests, personnel forms, technology and maintenance work orders, and other administrative requests as assigned.
- Provides clerical assistance, training, and backup support to designated department personnel, including assistance with VA IEP work orders and office operations.
- Attends departmental meetings as required, prepares notes or documentation, and completes assigned follow-up tasks.

Special Education Referral and Eligibility Coordination

- Receives, reviews, and processes special education referrals for administrative completeness and required documentation in accordance with established Student Support Team (SST), Special Education Referral Team (SERT), and division procedures.
- Maintains and updates the Special Education Referral List, including student identifying information, referral dates, initial or reevaluation status, requested evaluation components, pending documentation, and applicable deadlines.
- Tracks referral, evaluation, and eligibility timelines, identifies outstanding requirements, and communicates potential delays or compliance concerns to appropriate personnel.
- Requests and follows up on missing referral documentation, evaluations, teacher narratives, observations, vision and hearing screening results, medical reports, and related service information.
- Coordinates with school personnel, School Psychologists, related service providers, and designated administrators to ensure required documentation is received and available for eligibility meetings.
- Monitors the completion and receipt of evaluation components and supporting records, providing systematic follow-up with responsible personnel.
- Supports established procedures for initial eligibility, reevaluations, and transfer student eligibility documentation, ensuring records are appropriately organized and processed.
- Refers questions requiring professional interpretation, eligibility determinations, or procedural decisions to the appropriate qualified personnel or administrator.

Eligibility Meeting Coordination and Documentation

- Coordinates eligibility meeting schedules, prepares meeting invitations and required notices, and distributes correspondence to parents/guardians and participating personnel in accordance with applicable timelines and division procedures.
- Creates and maintains meeting invitations, eligibility documentation, and associated records within VA IEP and other designated student information systems.
- Tracks required documentation before scheduled meetings and communicates outstanding items to appropriate personnel to support timely completion of eligibility procedures.
- Maintains accurate documentation of meeting notices, correspondence, and other administrative actions associated with eligibility proceedings.

- Assists with preparing, organizing, distributing, and filing eligibility meeting materials and completed documentation as assigned.

Student Records Management and Data Systems

- Maintains accurate and confidential special education records in PowerSchool, VA IEP, designated electronic databases, spreadsheets, and physical student files.
- Uploads, organizes, and maintains eligibility documents, evaluations, Individualized Education Programs (IEPs), and supporting documentation within authorized student information systems.
- Processes authorized student record updates for initial eligibility, reevaluations, transfers, exits, and changes in special education status, ensuring consistency between applicable data systems.
- Prepares and maintains special education records for newly eligible students and students transferring into or out of the division.
- Organizes, scans, retrieves, archives, securely stores, and disposes of student records in accordance with applicable records retention schedules, confidentiality requirements, and division procedures.
- Retrieves archived student records from designated storage locations and processes authorized records requests, including requests from schools, former students, and outside agencies.
- Reviews student information and documentation for accuracy and completeness, identifies discrepancies, and coordinates necessary corrections with authorized personnel.
- Maintains confidentiality and safeguards student education records in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable special education regulations, and WCPS policies.

Communication, Compliance, and Professional Responsibilities

- Facilitates professional and timely communication among families, school personnel, evaluators, service providers, and department administrators regarding administrative aspects of special education referrals and eligibility procedures.
- Maintains working knowledge of applicable federal and state special education procedures, confidentiality requirements, records management practices, and School Board policies relevant to assigned responsibilities.
- Monitors assigned administrative deadlines and promptly communicates incomplete documentation, discrepancies, or potential procedural concerns to the appropriate administrator.
- Exercises discretion and professionalism when handling confidential, sensitive, or personally identifiable information.
- Establishes and maintains effective working relationships with students, families, employees, administrators, and community partners.
- Takes reasonable precautions to protect students, personnel, equipment, materials, and facilities.

- Complies with and supports School Board policies, administrative regulations, and established departmental procedures while demonstrating nondiscriminatory practices and appropriate professional conduct.
- Performs other related duties as assigned in accordance with School Board policies and division practices.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of standard office practices, administrative procedures, records management, and confidentiality requirements. Working knowledge of special education referral and eligibility procedures, applicable timelines, and student information systems, or the ability to acquire such knowledge through training. Proficiency in electronic records management, word processing, spreadsheets, databases, and other division-approved software applications. Ability to organize and maintain accurate records, monitor multiple deadlines, identify discrepancies, and prioritize competing responsibilities. Strong written and verbal communication skills, attention to detail, sound judgment, and the ability to handle sensitive information with discretion. Ability to interpret and follow established procedures, work independently with minimal supervision, and establish effective working relationships with school personnel, families, service providers, and the public.

EDUCATION AND EXPERIENCE

High school diploma or equivalent required, supplemented by coursework or training in office administration, business practices, records management, or a related field. Experience performing clerical or administrative duties, including electronic records management, scheduling, document processing, and data entry, is required. Experience in a public school setting, particularly involving special education records, eligibility procedures, or student information systems, is preferred. Additional postsecondary education or administrative training is desirable.

SPECIAL REQUIREMENTS

Must possess good moral character and demonstrate professionalism, discretion, and sound judgment in the performance of assigned duties. Must maintain strict confidentiality of student, family, and personnel information in accordance with applicable laws and School Board policies. Must be able to manage sensitive records, meet established deadlines, and complete required division training.

The employee must be able to travel between schools, offices, community agencies, and other division-related locations as necessary to perform assigned duties. Employees operating a personal or division vehicle for work-related purposes must maintain a valid driver's license and meet all WCPS driver eligibility and authorization requirements. Employees assigned to transport students must successfully complete and maintain all required driver screenings, approvals, and compliance requirements, including Motor Vehicle Record (MVR) reviews and any division-required training or documentation.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are performed primarily in an office environment and involve prolonged periods of

sitting, computer use, and repetitive keyboarding, with occasional standing, walking, bending, stooping, reaching, and handling of files, records, and office materials. Work may require occasional lifting, carrying, or moving materials weighing up to approximately twenty (20) pounds.

Vocal communication and hearing are required to exchange information effectively in person, by telephone, and during meetings. Visual acuity is required for preparing, reviewing, and analyzing written and electronic records, operating computers and office equipment, and verifying the accuracy of documents and data. The employee must be able to operate standard office equipment and maintain sustained attention to detail while performing multiple administrative tasks. Work is performed primarily under indoor environmental conditions, with occasional travel between division locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EVALUATION

Performance will be evaluated by the Director of Special Services or designee in accordance with School Board policies and administrative regulations governing the evaluation of personnel.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.