

Job Title: Administrative Assistant - Special Education

FLSA Exemption Status: Non-Exempt

Term: 260+ Days

Minimum Qualifications:

1. Minimum of a high school diploma or general equivalency diploma is required;
2. Preferred - At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. Knowledge of Microsoft Office, Google Suite, applicable computer software and office machines as needed; and
4. Meets health and physical requirements.

Job Objectives/Goals:

1. To prepare, transcribe, systemize, and preserve written communications and census records to such an extent that special education services are provided to qualifying students as effectively as possible;
2. To monitor TN Pulse; and
3. To assist the Director of Exceptional Children Services.

Responsibilities and Essential Functions:

1. Monitor compliance in TN Pulse;
2. Request Special Education records for students transferring into the school system;
3. Receive and route incoming calls;
4. Greet and direct visitors;
5. Work with State and Federal Compliance issues for the instructional staff - send compliance reminders to staff members, when needed;
6. Coordinate the special education census (uploaded from the school sites) with the system-wide student information system;
7. Monitor closely the reports in TN Pulse, work through all discrepancies;
8. Purge census records and student records as directed - scan old records;
9. Generate and submit the required state and federal reports through TN Pulse;
10. Monitor ECO date;
11. Serve as the purchasing agent for the department and maintain financial transactions, requisitions, and purchases for the department by:
 - a. Completing purchase orders
 - b. Receiving approval for purchases
12. Attend work on a regular and predictable basis;
13. Maintain confidentiality of student information; and
14. Perform other duties as deemed necessary by the Director of Exceptional Children Services.

Responsibilities Include:

Skill specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. **Motor Coordination:** Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
7. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.

Physical Demands:

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

Supervisory Responsibility: None**Working Conditions:**

- Employment contract of 260 days; expected to work eight hours a day.
- Normal working environment.
- May not always have privacy or a quiet place to work.

Reports To: Director of Exceptional Children Services

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

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