

Job Title: Administrative Assistant - Special Education

FLSA Exemption Status: Non-Exempt

Term:

Minimum Qualifications:

1. Not less than a high school diploma or general equivalency diploma;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. Training and practical knowledge of basic office machines like copy machines, printers, scanners, etc;
4. Knowledge of Microsoft Office and able to learn to use specialized software; 5. Meets health and physical requirements.

Job Objectives/Goals:

1. To assist the Special Education Supervisor with E-Plan management.
2. To prepare, transcribe, systemize, and preserve written communications and records to such an extent that special education services are provided to qualifying students as effectively as possible.

Responsibilities and Essential Functions:

1. Receive and channel incoming calls and provides public service information;
2. Screen telephone calls and messages for special education supervisor;
3. Handle correspondence for special education supervisor;
4. Coordinate work of special education department;
5. Maintain confidentiality of records and filing system;
6. Collect information from special education teachers of rendered services;
7. 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
 - c. Receiving ordered items
 - d. Cataloging and documenting with the proper identification for items ordered and received
8. Attend work on a regular and predictable basis; and
9. Perform other related duties as deemed necessary by the Supervisor – Exceptional Children’s 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. Is and Abilities Required:

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.

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

Reports To: Special Education Supervisor

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.

