

TITLE**Administrative Assistant - Special Education****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 GOALS

To assist the Special Education Supervisor with E-Plan management.

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.

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. Perform clerical duties in regard to:
 - a. Payments to contracted persons (COTA, PT, SLP, etc.)
 - b. Mileage payments/timesheets for the department
 - c. Scheduling of Certified Occupational Therapist Assistant and Physical Therapist
9. Type, file and copy essential information; and
10. Perform other duties as deemed necessary by the special education supervisor.

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

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good interpersonal skills.
6. Ability to handle conflict appropriately.
7. Ability to use time wisely.
8. Proficient in written and verbal communication.
9. Proficient in Microsoft Office and proofreading skills.
10. Good organizational skills.
11. Respect for confidentiality of information.
12. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

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.

WORK CONDITIONS

Normal working environment. May not always have privacy or a quiet place to work.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.