



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

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|---|---|
| Position Title: Administrative Assistant-Special Education | Department: Special Education |
| Immediate Supervisor's Position Title: Director of Special Education | FLSA Status: Non-Exempt |
| | Classification Level: Administration Assistant III/Grade 13 |
| <p>Job Summary:</p> <p>Under the direction of the Director of Special Education, the Administrative Assistant-Special Education is responsible for providing administrative, secretarial and clerical support to the Director of Special Education. Duties of the job include the preparation of documents, managing calendar appointments, screening department calls and coordinating meetings; compiling, collecting and providing business office staff with MARSS data, enrollment, tuition agreements, service agreements and special transportation requests; training due process clerks in relevant MDE requirements regarding reporting and informational procedures and software use; providing assistance and support in tracking special education expenditures/budgets, preparing purchase orders, coding expenditures, collecting, coding and submitting department timesheets to payroll.</p> <p>Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p> | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative, secretarial and clerical support to the Director of Special Education and department staff, as required. Performs such representative duties as:
 - a) Manages and coordinates the Director’s calendar and appointments.
 - b) Prepares documents, correspondence, and fields email.
 - c) Serves as a liaison between parents and faculty by providing routine information, screening calls, directing persons to appropriate parties as appropriate.
 - d) Updates department website.
 - e) Prepares special education folders, prepares postings and brochures.
 - f) Assists in organizing various staff meetings and training sessions. Registers staff for conferences and/or educational seminars.
 - g) Participates in maintaining a variety of departmental databases, files and records.
 - h) Schedules department interviews for all special education openings. Books rooms and prints materials for interview teams.



- Serves as a department's system administrator for the SPED forms, student database, Infinite Campus, Schoology and Google groups.
 - a) Trains and orients due process clerks regarding job duties, compliance requirements and MDE mandates.
 - b) Answers staff questions regarding data collection requirements, reporting updates, software functions and software updates.
 - c) Orients and trains new department staff regarding special education software, recordkeeping requirements and processes.
 - d) Assists in troubleshooting computer and software issues.
 - e) Answers questions of staff in completing required forms such as workload analysis, time studies, and other department issued requirements.
 - f) Serves as a liaison between special education due process clerks and the Business Office to ensure a smooth and accurate flow of student data information and data reporting.
- Compiles, coordinates, monitors and/or provides information concerning special education budgeting, purchasing, disability coding or other related matters.
 - a) Maintains and prepares purchase orders for office supplies and classroom instructional materials.
 - b) Collaborates with and provides information to the Business Office concerning special education MARSS reporting, student enrollment, tuition agreements, service agreements, referrals for out-of-district placement, special transportation.
 - c) Provides the Business Office clarifications concerning funding and finance issues, payroll questions, EDRS coding for teachers and ESP's.
 - d) Prepares timesheets and provides coding for special education ESP's. Collects and verifies special education timesheets for payroll.
- Coordinates department record management procedures and operations.
 - a) Monitors procedures to ensure special education records are maintained in accordance with requirements.
 - b) Creates and assists in the maintenance of special education due process tracking sheets for student data and timelines.
 - c) Establishes and maintains a schedule for records retention, archiving and/or destruction.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Participates in MDE records review training for updates to state and federal requirements.
 - c) Assists in special projects, as appropriate.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Minimum Educational and Experience:



Requires a minimum of one year additional schooling or specialized training beyond HS and 3 years of directly related administrative support, clerical and secretarial experience or an equivalent combination of education and experience sufficient to perform the essential duties of the job.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

None

**ESSENTIAL
KNOWLEDGE AND
SKILLS REQUIRED
TO PERFORM THE
WORK**

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Knowledge of general office procedures and practices.
- Knowledge of office etiquette and customer relation procedures and routines.
- District administrative policies and procedures.
- Knowledge of data privacy and other laws, rules or regulations pertaining to job responsibilities (i.e. MDE mandates, due process reporting requirements, etc.).
- Knowledge of school district organization and specialized office functions within the department (i.e. special education funding and MARSS reporting requirements).
- Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy, websites or data filing systems.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.)
- General office equipment, e.g., copiers, facsimiles and phones.
- Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records (i.e. Skyward, Infinite Campus, Schoology, etc.) utilized by the department and district.

Skilled in:

- Applying and using word processing applications, spreadsheet applications, internet based applications, and database applications.
- Applying judgment and discretion in carrying out department and program specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Organizing, planning and making arrangements for conferences, registrations, meetings, training sessions, special events, etc.
- Implementing district operations pertaining to the preparation of purchase orders, the ordering of instructional materials, supplies and office equipment; monitoring department budgets; and maintenance of inventory/asset records/levels.
- Communication, interpersonal skills as applied to interaction with coworkers, high level administrators, department staff, faculty, etc. sufficient to exchange or convey information and to receive work direction.
- Implementing and maintaining departmental records, files, or lists.
- Customer service and human relation skills in assisting, dealing with and applying proper office and phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments, general organizational skills and performing work assignments requiring attention to detail, precision and accuracy.
- Skilled in the various administrative, secretarial and clerical functions.
- Applying specialized district software applications used in the maintenance of department files, special education forms and records and in providing system/application support and troubleshooting to faculty and administrators regarding its use and application.

| PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities) | | | | | | | | | |
|--|----------------------|----------|------------|----------|--------------------------|------|----------|------------|----------|
| Physical Activities | Amount of Time Spent | | | | Amount of Time Spent | | | | |
| | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 | Lifting/Forcing Exerting | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | | Up to 10 lbs | | | | X |
| Walk | | X | | | Up to 25 lbs | | X | | |
| Sit | | | | X | Up to 50 lbs | X | | | |
| Use hands to finger, handle or feel | | | X | | Up to 100 lbs | X | | | |
| Reach with hands and arms | | X | | | Over 100 lbs. | X | | | |
| Climb or balance | X | | | | | | | | |
| Stoop, kneel, crouch or crawl | | X | | | | | | | |
| Talk or hear | | | | X | | | | | |
| Taste or smell | X | | | | | | | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

