

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant – Part time (Special Education Level III)

Terms of Employment: 12 month contract; 192 days

FLSA Status: Non-Exempt

Reports To: Director, Special Services

Brief Description of Position:

The Administrative Assistant for Special Education is responsible for providing a wide variety of complex and confidential administrative and secretarial support to the Office of Special Services.

Required Qualifications:

- High School diploma or equivalent; supplemented by minimum two years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrate excellent skills in computer word processing, spreadsheets and data bases
- Demonstrate analytical and problem-solving skills
- Must be team oriented with excellent interpersonal and communication skills
- Must maintain a high level of ethical behavior and confidentiality of information as required by law
- Demonstrated ability to meet and effectively deal with the general public in a courteous manner
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

Essential Duties and Responsibilities:

- Process all special service student paperwork. Including: new referrals, transfers and all re-evaluations, for students from First Steps through High School.
- Enter gifted testing and special service student information into the computer.
- File paperwork for Special Services, Parkview and Missouri School for the Blind.
- Keep track of new IEP's from Parkview sent to the District and make copies of these reports and send to the psychological examiner.
- Assign census numbers to each qualified special needs student.
- Pull files for any special needs students that have moved, been dismissed from services or graduated and file them in the drop files.

- Compile the information from each Special Services Teacher's class list to figure the caseload for each teacher.
- Compile a report of all referrals each building has received and how many were placed in special services.
- Complete a report showing the projected amount of special service students moving to a different grade or school the next year.
- Respond to any requests for records from disability claims, parole officers, etc. by either faxing the information or mailing copies of the documents.
- Mail out and maintain forms for TAKE ME HOME PROJECT (conjunction with Police Department),
- Complete the Missouri School for The Blind Survey and Report every January.
- Complete the Missouri Deaf/Blind Census Report every January.
- Distribute Olsat testing materials to each of the School buildings for yearly testing and track the testing materials, and mail to testing center for scoring. (September)
- Distribute testing protocols as needed to psychological examiners, speech teachers and school counselors. Keeping track of the supply of protocols and keeping them stocked.
- Keep track of all test kits that are checked out and returned.
- Compile and fax a report for the School Nurses of their weekly medical reports to Cape County Health Department.
- Compile a monthly report for the School Nurses of their Medical numbers for the month.
- Process direct services for Medicaid and all related billing (printing student's prescriptions, speech therapists billing, track of Random Sampling Moments and training for therapists).
- Keep track of Teaching Certificates for renewal.
- Distribute MapA Scores to buildings.
- Handle requests for information for special service records from different organizations, i.e., Missouri Disabilities Claims.
- Organize and scan documents in past special services student files and shred all unneeded paperwork onto CD's.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013