

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Administrative Assistant - Special Education

QUALIFICATIONS:

The Assistant shall possess a Bachelor's Degree or equivalent and at least three years of experience in a special education and/or business/financial management position or other related field. The Assistant shall possess particular experience in the areas of office systems and procedures, contract operations, and procurement, and tracking of numerous documents through a management system. The Assistant shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Director of Student/Information Services

PERFORMANCE EVALUATION:

The Administrative Assistant shall be evaluated annually, in narrative form, based on the goals and objective determined by the Assistant and the Director of Student/Information Services with input from the Administrator of Special Education.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Assistant is a member of the District's Executive Support Staff. As a member of the Executive Support Staff, he/she shall assist members of the Executive Staff, in providing leadership for the School District, represent the Administrator as appropriate at official school and community functions, inform the Administrator of Special Education of changes in trends, laws, rules, or regulations in his/her areas of expertise, and provide reports to the Administrator of his/her activities, and as requested. The Assistant, in conjunction with, and

with the approval of, the Director of Student/Information Services with input from the Administrator of Special Education shall develop annual job goals that will become part of the criteria used to evaluate the Assistant.

In carrying out these responsibilities, the Administrative Assistant - Special Education shall:

1. Assist in the development of recommendations for appropriate personnel and business related policies to provide for the most cost-effective management of special education related matters and services necessary to a productive teaching and learning environment in the District;
2. Work cooperatively with various organizations concerned with special education issues, including all local, state and federal regulatory agencies, boards, and commissions;
3. Ensure timely and accurate delivery of office communications and response process, purchase order generation, processing of invoices against open purchase orders, contracted service processes, out of district placement services, data management/EdPlan management, and state census and special education reports;
4. Assist appropriate management personnel in the preparation of recommendations for appointments for the Superintendent;
5. Provide oversight to ongoing budget and grant administration;
6. Assist the Administrator of Special Education in the administration of the summer service program to include issues involving student population, transportation, budget allocation, and recommending necessary staff;
7. Assist the Administrator in the management of special education transportation throughout the school year;
8. Supervise the preparation and submission of assigned payrolls;
9. Provide project management support to district-wide special education personnel and programs; and
10. Conduct other staff duties and responsibilities as directed by the Director of Student/Information Services or Administrator of Special Education, including attending meetings as requested or required

by the Superintendent, Director, or Administrator, and, any other staff function required by the Administrator.

Updated: 07/31/02

Updated: 10/25/05

Approved by:

Thomas G. Pandiscio, Ed.D., Superintendent of Schools

Date: 10/25/05