



Pickens County Board of Education Job Descriptions

ADMINISTRATIVE ASSISTANT FOR SPECIAL EDUCATION

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 240 Days

REPORTS TO: Director of Special Education

QUALIFICATIONS:

1. A reasonable degree of proficiency in typing and dictation.
2. Working knowledge of basic office procedures and the operation of common office equipment and machines.
3. Three years' experience as a secretary, or two years' experience as an assistant school secretary within this district.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Performs the usual office routines and practices associated with a busy yet productive and smoothly – run office.
- Maintains such student records as shall be required; both active and inactive.
- Receives and routes all incoming calls.
- Maintains a daily teacher attendance log and the concomitant records for substitute teachers.
- Assists teachers with SEMS programs and procedures of Special Education.
- Processes all changes and adjustments in student schedules after the second week of the school year.
- Receives parents and visitors in a professional manner.
- Perform a variety of duties to support supervisory and administrative personnel in handling daily activities.
- Compose and type routine correspondence.
- Answer phones, screen callers and refer to appropriate person; greet visitors, ascertain nature of business and direct to appropriate person.

- Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.
- Interact effectively with general public, staff members, students, and parents, using tact and good judgment.
- Operate standard office equipment such as word processor, calculator, copier, etc., as well as equipment developed or advanced from future technology.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.
- Enter info in SIS for FTE and data collections; correct errors; maintain reports.
- Enter info in Sped database.
- Coordinate preschool – referrals, assessments.
- Maintain database and files on 504 plans
- Maintain files of ineligible students.
- Work independently in the absence of suspension.
- Organize and store paperwork, documents, and computer based information.
- Enter staff leave info in HR program.
- Medicaid/ ACE - Maintain database of Medicaid's eligible, diagnosis codes , RMT enters
- Keep current with all new regulations regarding special education procedures.
- Assist staff, parents, etc with referral process and special education procedures.
- Assist in reviewing IEP's, annually.