

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Administrative Assistant to the Director of Instructional Support – Database/IEP Notice Coordinator

QUALIFICATIONS:

1. **Education/Certification:** Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
 - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer skills and database training.
 - e. Must be team oriented with excellent interpersonal and communication skills.
 - f. Must be willing to participate in ongoing in-service training as requested.
 - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Instructional Support

JOB GOAL: To assist the Director of Instructional Support with tasks necessary for the efficient operation of the Special Services Department.

PERFORMANCE RESPONSIBILITIES:

1. Maximize utilization and effective management of the Director of Instructional Support's time in a confidential and professional manner. (i.e. maintain all Individualized Educational Program (IEP) meetings on First Class).
2. Manage internal and external communications from and through the Central Office. (Mail all Prior Written Notices, IEP's, Gifted & Talented (GT)

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Administrative Assistant to the Director of Instructional Support Database (continued)

- documents, Personalized Learning Plan (PLP), English Language Learners (ELL) documentation, and evaluations with date stamps to parents, staff, and cum files in the schools)
3. Review and abstract data on Prior Written Notice (PWN), Minutes, IEP's, and other information in preparation of meetings and mailings. Keep the Director of Instructional Support current regarding District issues.
 4. Maintains Director's data procedures on SPEDNET. Provides Director current information on all child count, percentages of disabilities, reevaluation dates, and other reports generated on SPEDNET.
 5. Manage special projects as assigned by the Director of Instructional Support. (i.e. help put together any project that might go before the board or in-service in the district)
 6. Typing, filing, and distribution of all item associated with Gifted and Talented, Section 504 of the Rehabilitation Act of 1973 (504), Special Education, and English Language Learners.
 7. Occasionally lend clerical support to the Business Office.
 8. Schedule IEP, 504, GT, and ELL appointments and coordinate arrangements for meetings/ conferences.
 9. Establish and maintain the department's office filing systems.
 10. Performs other duties as assigned by the Director of Instructional Support or the Superintendent of Schools.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

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Administrative Assistant to the Director of Instructional Support Database (continued)

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

8 hours per day/43 weeks per year.

Compensation in accordance with recommendations established by the Superintendent of Schools.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Instructional Support will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: February 13, 2007

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Administrative Assistant to the Director of Instructional Support Database (continued)