

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Administrative Assistant to the Director of Instructional Support – Secretary

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 Director's schedule for individual appointments, Individualized Educational Program (IEP) meetings, District Leadership Team (DLT), Professional Development, and staffing on First Class).

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2. Manage internal and external communications from and through the Central Office. (i.e.: will monitor all time lines for Prior Written Notices, IEP's, and Minutes on a clipboard form and will e-mail case managers immediately when things are close to being late. Also keep track of all evaluations for initials and re-evaluations.)
3. Review and abstract data and information in preparation of meetings and keep the Director of Instructional Support current regarding District issues.
4. Maintains Director's data procedures. (i.e.: Responsible for collecting and putting together all the data for State of Maine Special Education reporting.)
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. Open and review incoming mail (interoffice and US Mail). Process incoming correspondence and flag priority/sensitive mail in order to expedite. Report regularly to the Director of Instructional Support any developments or problems which may require the Director's awareness or action.
9. Compose various letters of acknowledgment, thanks, employment matters, or memoranda in the Director's name, as instructed, in addition to keyboarding correspondence already composed by the Director of Instructional Support.
10. Schedule appointments and coordinate arrangements for meetings/ conferences.
11. Collect pertinent information to compose and place ads in newspaper for Childfind.
12. Make appointments for interviews with prospective applicants, and typing interview instruments for search committee members.
13. Establish and maintain the department's office filing systems.
14. Performs other duties as assigned by the Director of Instructional Support or the Superintendent of Schools.

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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

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/360 days 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.

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School Board Approved: February 13, 2007