

**South Burlington School District
Position Description**

Job Title: Administrative Assistant for Educational Support Services
Location: Superintendent's Office
Job Group: Non-Union Support Staff
Pay Level: Non-exempt, Grade 6
Reports To: Director of Educational Support Systems

Summary: Assists the Educational Support Services Department by performing special projects, receptionist, and clerical duties. Performs a variety of other tasks and secretarial duties to enhance the smooth and efficient operation of the office. Works in a highly visible office dealing frequently with confidential communications and information.

Essential Duties and Responsibilities:

1. Performs administrative support duties such as, but not limited to:
 - a. Answering the phone, taking messages, and routing calls.
 - b. Assuming general clerical responsibilities such as copying, filing, ordering materials and equipment, coordinating schedules, and handling mail.
 - c. Processing purchase orders and payments in coordination with the Grant Coordinator.
 - d. Maintaining confidentiality of all staff and student-related materials, as appropriate.
2. Supports Educational Support Services with such tasks including, but not limited to:
 - a. Maintaining department and student digital/paper files and records.
 - b. Answering routine telephone and in-person inquiries regarding department programs, procedures, and policies from parents, staff, vendors, and consultants.
 - c. Assisting in preparation of student records (digital and paper) for transfer and any legal proceedings.
 - d. Assisting in the coordination of Extended School Year Services.
 - e. Coordinating training for Special Education support staff.
 - f. Managing annual time documentation for the Vermont Agency of Education.
 - g. Assisting homeless families with transportation, and when appropriate, referrals to various agencies.
 - h. Assisting the Medicaid Coordinator with the Medicaid Program (i.e.: filing and copying as needed) and EPSDT.
 - i. Maintaining knowledge of state and federal rules and regulations for Special Education and Section 504 as related to student files. Knowledge of SpEdDoc software.
 - j. Supporting staff to follow compliance paperwork and timelines.
3. Supports the Transportation Coordinator with requests for specialized transportation for homeless students and students with disabilities.
4. Supports the Director of Educational Support Services in the management all in-house District Pre-school programs under Act 166, including but not limited to:
 - a. Providing general administrative support for District Preschool Programs.

- b. Maintaining digital and paper records for retaining District Preschool Program licensure and supporting activities.
 - c. Assisting in sustaining Step Ahead Recognition System (STARS) certification for District Preschool Programs.
 - d. Registering and maintaining enrollment attendance records for all in-house District preschoolers.
 - e. Ensuring that records pertaining to Teaching Strategies Gold (TSG) assessments are completed at scheduled times and received in District by deadlines.
 - f. Distributing, collecting, and maintaining records of contracts from all Preschool partners.
5. Serves as a back-up for Central Office receptionist duties.
6. May performs other duties as assigned.

General Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Carries out responsibilities in accordance with the District's policies and applicable laws at the direction of the Director of Educational Support Systems. Regular attendance in accordance with established scheduled days/hours.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: High school graduate, Associate's Degree preferred. Two or more years clerical experience desired. Knowledge of Special Education rules and regulations preferred.

Licenses and/or Certificates: Valid Vermont Driver's License.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write routine correspondence. Ability to speak effectively to individuals or before groups from the greater school community.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

Reasoning Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Demonstrated ability to deal with problems involving several concrete variables in standardized situations is necessary.

Other Skills and Abilities: Personal computer and spreadsheet experience. Effective organization skills and the demonstrated ability to manage multiple tasks are required. Ability to communicate clearly and concisely, both orally and in writing, is essential. Ability to perform duties with awareness of all district requirements and School Board policies as they relate to the job responsibilities is essential. Must be successful working in a fast-paced environment, demonstrate flexible and multi-task. Position requires a calm and friendly approach to manage a constant flow of interruptions from walk-ins, phones, and emails while serving the public and district employees. Functions as a liaison between the School District, State, and the greater school community. Must possess the ability to work well both independently and as a member of a team. Must possess and demonstrate a high level of confidentiality with regard to official School District matters related to privacy rights of the District, students, parents, and employees. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service.

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, as defined by the District, may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, see, and hear. The employee is frequently required to walk, stand, and reach with hands and arms. The employee must demonstrate manual dexterity to operate a computer, adding machine, phone, and other office machinery. The employee must occasionally lift and/or move up to 50 pounds, such as files or cases of computer paper. Specific vision abilities required by this job include close vision and depth perception. The employee may occasionally be asked to travel to other work locations.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. Work performed is in an office setting. The position demands meeting deadlines with severe time constraints.

Terms of Employment: 12 months

Evaluation: Annually by the Director of Educational Support Services

Date Approved: 4/6/2005

Revised & Approved: 2/8/10 DY; 11/25/13 JG; 7/13/15 JG

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____