
TITLE: **ADMINISTRATOR ASSISTANT TO THE SPECIAL EDUCATION DIRECTOR**

QUALIFICATIONS: Formal business training or two years' experience in a similar position
Maintains a high level of confidentiality
Excellent computer and communication skills
Detail oriented; Exercise initiative and good judgment
Possess strong interpersonal skills and a personable attitude

REPORTS TO: Special Education Director

PERFORMANCE RESPONSIBILITIES:

- Manages Director's calendar and assists with daily duties.
- Coordinates staff schedules in order to arrange PPT meetings, for in and out of district students. Provides notifications to all parties. Takes notes at PPT meetings as requested by the director.
- Arranges classroom substitutes in order for teachers to attend meetings.
- Updates and maintains student files in IEP Direct, PSIS,, and other software, indicating special education status changes. Prepares reports and ensures timelines in order to meet state, federal, and legal compliance guidelines.
- Updates and maintains database of special education students.
- Provides quarterly SEDAC reports, monthly enrollment reports to the BOE, and reports for excess cost students and disseminates to parties involved.
- Prepares purchase requisitions and assists with budget process.
- Maintains and calculates timesheets for paraeducators, special education staff, tutors, etc.
- Arranges staff meetings as required.
- Prepares files for students transitioning to different schools and for end of year.
- Maintains inventory of special education files and equipment.
- Prepares Pre-K screening and registration packets and schedules screening appointments.
- Performs general office duties including answering phones, faxing, drafting letters, filing, mail sorting, maintaining office equipment, etc.
- Submits monthly attendance database to PSIS data manager.
- Arranges tutors when needed.
- Submits supply orders at the beginning of each school year.
- Coordinates, with Director, other programs offered through the special education office, including but not limited to, summer and after school programs, etc.

- Communicates transportation needs/changes to Transportation Coordinator.
-

- Attends trainings and professional development as needed.
- Provides backup assistance to the Superintendent's Office.
- Other duties as assigned by special education director and/or superintendent.

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary as stated in the Canterbury Secretaries Agreement.

EVALUATION: This position is subject to the employee evaluation process presently implemented in the Canterbury school district.

BOE Approval: _____

Date