

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Assistant to Director – Special Services

DEPARTMENT: Special Services

REPORT TO: Director of Special Services

POSITION SUMMARY: Provides secretarial support to an individual or Department; ensuring compliance of Department records with financial, legal and administrative requirements; monitoring assigned projects and/or program components; and providing a positive impact on the educational objective of the district.

ESSENTIAL FUNCTIONS:

- Compiles data from a variety of sources for the purposes of complying with Special Education financial, legal, and administrative reporting requirements in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders and for decision-making.
- Conducts research and follow-ups, as assigned for the purpose of providing information and making recommendations.
- Coordinates assigned activities and program components for the purpose of delivering services in compliance with established guidelines.
- Maintains complex and confidential electronic and physical files and records for the purpose of meeting federal, state, and local requirements and in accordance with record retention guidelines.
- Prepares or edits a variety of reports, documents and correspondence (e.g. purchase orders, calendars, agendas, specialized mailings etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. incoming mail, purchase orders, etc.) for the purpose of disseminating information to appropriate parties.
- Completes federal and state reports specific to Special Education for the purpose of ensuring that the district and department maintain compliance with state statutes and federal laws and regulations.
- Coordinates district Right Response trainings in conjunction with the Human Resources Department and maintains attendance and certification records.
- Develops and maintains record-keeping system for reporting on Emergency Response Protocols and Isolation/Restraint reporting forms.
- Receives phone calls and personal callers; uses knowledge of procedures and discretion to determine appropriate responses by self, supervisor, or other offices; makes referrals as appropriate; answers general questions including those requiring research or technical knowledge.
- Use technology to draft, prepare and process a variety of communication, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames.
- Utilize various data base applications, including Skyward and WSIPC, create reports using multiple software applications including Microsoft Word, Excel, and Power Point, and coordinate projects using technology.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, contractors, community members, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Attends staff and other professional meetings as may be assigned or necessary.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

job include: administering policies and practices; applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; performing standard bookkeeping and accounting procedures; planning and managing projects; and preparing budgets and financial plans/reports.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; being attentive to details; meeting deadlines and schedules; and working under time constraints.

Responsibility

Working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent

EXPERIENCE: Job related experience is desired

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date

