

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Assistant to Director – Student Interventions      **DEPARTMENT:** Middle School Education  
Student Interventions

**REPORTS TO:** Director of Student Interventions

**POSITION SUMMARY:** The job of Assistant to Director - Student Interventions is done for the purpose/s of organizing, maintaining, and computing information for State and Federal reports; providing administrative support to assigned Administrator; and monitoring assigned programs and/or projects within the department, specifically those around student interventions.

### **ESSENTIAL FUNCTIONS:**

- Assist with coordination and provision of student services District-wide by maintaining ongoing communication with staff working on student interventions, District administrators and staff, special services, nurses, and appropriate state and local practitioners, such as OSPI, DSHS, CPS, juvenile court, etc.
- Compiles data from a variety of sources (e.g. budget reports, specialized reports, student records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Prepares, edits, and maintains a variety files, records, materials, documents, and correspondence (e.g. McKinney-Vento Reports, truancy reports, correspondence, memos, inventory, purchase orders, and other statistical reports) for the purpose of providing documentation, complying with program, district, state and/or Federal requirements, and meeting legal timelines.
- Processes documents and materials (e.g. psychiatric/physician evaluations, 504s, budget reports, and legal consent forms) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a wide variety of topics (e.g. education codes, truancy codes, McKinney-Vento services) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Receives and responds to phone calls, personal callers, and written communication of internal and external parties; uses knowledge of special program 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 Supports assigned administrative personnel and staff for the purpose of providing assistance with their administrative functions.
- Uses technology to draft, prepare and process a variety of calendars, communication, agendas, minutes, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames
- Utilizes various software and data base applications, including Skyward and WSIPC, Microsoft Word, Excel, and Power Point, to create reports and coordinate projects using technology.
- 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 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 job include: operating standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

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: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to 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 significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; 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; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with detailed information/data.

**Responsibility**

Responsibilities include: 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 a continual opportunity to 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).*

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Name (sign)

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Name (print)

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Date