

Litchfield School District - SAU 27

POSITION TITLE: EXECUTIVE ASSISTANT TO SPECIAL SERVICES	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>5/19/2021</i>
General Purpose:	To support administration by providing a well-organized, efficient office environment that benefits students, staff and the public in the area of Special Services.
Reports to:	Director of Special Services
Supervises:	None

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

The principal function of an employee in this position is to provide direct support to an SAU department head, assist and coordinate with special services staff members and outside contractors as well as provide customer service to the public. The work performed is under the direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative.

Responsibilities:

- Works within a team environment to provide support within an educational office.
- Greets Special Services office visitors, including students, parents and faculty in a professional and efficient manner. Assists case managers and Special Services staff with daily duties, purchasing, website use and student data management as needed.
- Answers incoming telephone calls. Forwards all calls and messages in a professional manner.
- Maintains all confidential information regarding special services that is housed at the district level.
- Files NH State Department of Education reports as required, including but not limited to: Reports for Special Education, Home School, English as a Second Language, and homeless students.
- Assists the Director with developing Grant Applications, generates supporting documents, submits application to state, adds new activities to be approved, makes required purchases, and manages Grant funds and tracks expenditures as necessary.
- Works with outside agencies to provide required services such as transportation, speech language services, health care services, etc. as directed by the Director of Special Services
- Coordinates records and files Medicaid reports as required. Manages Medicaid billing website, Xlogs to assist service providers to submit billing logs.
- Manages Accuity website for 504 development and record keeping. Works with Guidance department to maintain accurate counts and records adding and exiting students and changing case managers as necessary
- Manages MasterTeacher website for paraprofessional training. Maintaining para accounts and providing support for para professional development on this site as well as gathering other online resources for their use.
- Manages NHSEIS website, for state tracking of special education students, adding, exiting and transferring students and staff as necessary. Troubleshooting problems to assist case managers, finalizing ISP plans for students and maintaining student online records for special education state requirements
- Manages Q-Global online testing website required for staff to use online scoring for educational and psychological testing. This entails purchasing scoring subscriptions and uses, maintaining staff accounts and allocation of scoring usage and subscriptions
- Completes all assigned correspondence.

- Assists Director in coordinating the extended year program for the District. Collects data to determine student and staffing needs.
- Schedules building use for summer programming, meetings, special services staff use, testing and providing services/.
- Tracking, documenting and submitting all expenses that qualify for Special Education State Aid
- Assists with scheduling for special services meetings as necessary, coordinating with outside agencies and service providers.
- Assists the Director with budget preparation and follow-through in regard to purchasing. Does all Special Services purchasing for the district, and keeps track of account expenditures as required to work within our Budget. Generates Purchase orders for each expenditure using finance software. Maintains records for use of District credit card expenditures and provides backup and resolution for each monthly statement.
- Processes invoices provided by all service providers and companies and keeps records of expenditures to maintain budget accuracy.
- Maintains accurate database records regarding student census in special education.
- Keeps records and correspondence regarding home schooled students.
- Carries out all other duties and responsibilities as assigned by the Director of Special Services.

Evaluation: Performance of duty responsibilities will be reviewed annually.

TERMS OF EMPLOYMENT: Full-Time, Year-Round, At Will, Exempt, Salary established by the School Board

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent
- Two to Four (2-4) years of clerical / office experience, knowledge of Special Services preferable

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of modern office procedures, practices and equipment.
- Thorough knowledge of modern office filing systems and procedures.
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures.
- Ability to maintain confidentiality at all times.
- Ability to prepare correspondence according to standard business practices.
- Ability to remain calm in difficult situations.
- Ability to successfully multi-task within role.
- Ability to accurately and expeditiously type correspondence, reports and memoranda.
- Ability to complete financial processing procedures.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to operate a personal computer using standard or customized software applications appropriate to the assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under regular conditions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None required

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, typewriter, copy and FAX machine, postage meter, calculator and file cabinet

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>											
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				

Work Performed: Inside: 100% Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, committees and the community.

Summary of Occupational Exposures: N/A

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.