

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/30/21



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 11/17/21

To: **Browning School Board**

From: Corrina Guardipee

Title: Superintendant

Subject: **Change Office Support Specialist to Special Education Administrative Assistant**

Description: Special Education Administrative Assistant - to be placed in Lane 5 under the classified negotiated agreement.

As the years have progressed, the caseload within the Special Education Department has grown as has the staff that is supervised by the department. Currently, this year we are lower on staff and lighter in caseload than a typical year due to COVID. Currently, the SpEd department has a total of 57 staff members and 221 students. However, these student numbers will change significantly due to child find, special education referrals in the primary grades, and efforts to become compliant in the special services department upon resuming a more normal year and recovering from the loss of access to students due to COVID restrictions during the 19-20 and 20-21 school years. Managing the SpEd Office, staying up with daily regular office duties, phone calls, correspondence, parent contacts, teacher support scheduling meetings for the director, SLPs, school psychologists, ordering supplies and curriculum, and creating POs for all teachers and programs is more than one Confidential Secretary can do on their own. At this time, I propose that the Special Education Administrative Assistant position to support the current Confidential Special Education Department Secretary.

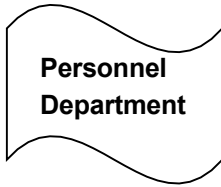
Financial Impact: Per Classified Negotiated Agreement lane 5

Funding Source (Budget/grant, etc.): Special Services Department

Attachment(s): Job Description Attached

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Browning Public Schools
JOB DESCRIPTION
Effective: Oct. 27, 2021, Nov. 30, 2021



SPECIAL EDUCATION
Administrative Assistant

Summary of Functions

Provides support and assistance to the Special Services Confidential Secretary

Essential Duties and Responsibilities

Assistance: Assists with maintaining accurate records recording federal programs, professional development, assessment data, attendance data, transfer of records and communications.

Calendar: Creates and maintain department calendar.

Technical Assistance: Provides information and assistance to supervisors and employees regarding personnel matters such as transfers, salary increments, resignations, unemployment, etc.

Reports: Prepares reports and maintain records as directed by the superintendent or designee in the areas of federal programs, curriculum, and public relations including student achievement, attendance, professional development.

Data: Assists in data entry for the Federal Programs including applications, budgeting, and evaluations.

Meetings: Make arrangements for meetings including time, advance notice, agenda space, layout, equipment, and refreshments. Assembles background material as needed. May be required to record and transcribe minutes for various meetings.

Files: Establishes and maintains files in a logical, ordered manner including labels and physical aspects to facilitate locating and retrieving files and documents. Searches for and assembles information from files and documents in the office and from outside sources. Establishes and maintains personnel and other necessary files for all district employees.

Confidentiality: Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures. Understands that certain information may be critically and legally sensitive and does not share it with others.

Communications: Communicates and prepares correspondence effectively, both in writing and verbally, with employees, department supervisors, governmental agencies, and the public as necessary a smooth flow of work in process.

Backup: On a temporary, rotating basis, serves as backup to receptionist, answering phones and greeting visitors, during breaks or lunch as assigned.

Public Relations: Establishes and maintains good relationships with supervisor, co-workers, other district personnel, students, parents, suppliers and the public. Works to enhance the appearance and professionalism of the office.

Other: Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships: Supervised by and reports to the Director of Special Services or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. AA, High school diploma or at least 5 years in related experience.
2. Knowledge of office practices and procedures.
3. Knowledge of and experience in operating office equipment, including calculators, copiers, fax machines, and typewriters.
4. Proficient with desktop computers, preferably Microsoft operating system, Word and Excel.
5. Skilled as a typist/keyboard.
6. Good communication and organization skills.
7. Ability to work with others and without close supervision.
8. Ability to handle details accurately.
9. Ability to focus on work despite open office interruptions.
10. Good work habits.

Desirable Qualifications

Experience in school or other governmental operations/office work.

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 information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.