
BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action X

Item: Request for Additional Staff for 2024-25

Submitted by: Kirsten Myers

Date: 4/4/24

Recommended by: Dave Rodgers

Board Meeting Date: 4/15/2024

RECOMMENDATION:

We would like to recommend the addition of the following position for the 2024/2025 school year.

- Administrative Assistant for Center Programs/Student Services

RATIONALE:

With the restructuring happening in Student Services, the need for additional administrative support has been requested. The current Administrative Assistant for Center Programs (Cheryl Bauer) has a lot of technical responsibilities in the daily operations of the different programs and can't take on any additional administrative support that will come from having three administrators overseeing center programs and some additional support for student services.

POSITION DESCRIPTION

Title:	Administrative Assistant for Center Programs/Student Services
Classification:	Classified (Wage Grade V)
Reports to and Evaluated By:	Director of Center Programs
Terms of Employment:	Twelve-month position subject to all rules and regulations covering classified personnel.
Positions Supervised:	None

BROAD STATEMENT OF RESPONSIBILITIES:

Performs routine and advanced secretarial, clerical, and administrative duties to assure efficient and effective operation of the office and a positive impact on the provision of educational services.

DUTIES AND RESPONSIBILITIES:

1. Performs standard and advanced secretarial and clerical duties for supervisor(s) including word processing and other computer operations; originating, editing, and proofing correspondence, minutes, reports, notices, recommendations, and other materials; administers matters generally routine in nature to conserve supervisor(s) time.
2. Initiates, responds to and routes telephone calls; screens and routes incoming mail, publications and other materials, initiates and responds to routine and non-routine inquiries; resolves problems and refers questions with policy and procedure implications to supervisor(s).
3. Provides positive public relations to callers/visitors; makes arrangements for visitors' comfort.
4. Performs varied secretarial/clerical duties requiring knowledge of departmental and organizational policies and procedures dealing with area of responsibility.
5. Establishes and maintains confidential files for organizational/departmental records in manual and computerized modes.
6. Purchases and maintains departmental supplies.
7. Creates and maintains correspondence, documents, forms, and databases for the center programs.
8. Strong technology and software application skills to include use of Student Information Systems, i.e. PowerSchool and PowerSchool Special Education and Red Rover.
9. Provides technical assistance to center programs building staff on Student Information Systems.
10. Coordinates center program workshops/conferences, and other functions related to department and supervisor(s).
11. Assists with planning and conducting professional development for special educators in center programs including completing HUB forms, processing School-Based Continuing Educational Clock Hours (SCECH) applications and coordinating communication.
12. Participates in staff development programs to improve personal job skills and performance.
13. Must be available to attend evening and weekend center programs activities on occasion.

14. Performs other secretarial and clerical tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school graduate, plus minimum five (5) year experience in secretarial or related field, preferably in the Special Education environment; requires proven expertise in secretarial and administrative functions, including computer and online skills.
2. High level of communication and interpersonal skills such as discretion, integrity and flexibility to interact effectively with administrators, peers, constituent districts, parents and the general public.
3. Ability to read, comprehend, and transmit complicated and detailed instructions in order to plan and perform job duties.
4. Broad knowledge of organizational operations and policy, and a high level of experience and technical skills.
5. Ability to pay close attention to details; to organize, prioritize and work independently and co-operatively as well as schedule and produce work in a timely manner.
6. Proficiency with a personal computer in a variety of software programs including Microsoft Office (Word, Excel), Canva, and Google Suite with the ability to learn new technology applications and tools.
7. Knowledge of Special Education law and rules.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.