

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Administrative Assistant, Special Services
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	13
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	11 Months

POSITION DESCRIPTION

Under the general supervision of the Executive Director/Principal, the Administrative Assistant provides support to the Special Services Department; maintains universal screening databases for the purpose of storing electronic data, collects and enters benchmarks and other data into a variety of database systems, prints out and distributes various data reports, and performs a variety of clerical tasks.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Collects and inputs data into various data bases.
- Creates a variety of data bases for the purpose of storing student information, i.e., demographics, test scores, grades, etc.
- Communicates with administration and teaching staff to verify accuracy of data.
- Verifies data is free from inaccuracies.
- Inputs new students and teaching staff into the STAR Roster system.
- Inputs school wide benchmark assessments into Student Information System (SIS) system.
- Inputs ELPAC test scores into Student Information System (SIS) data base.
- Ensures that student data is updated into Student Information System (SIS) periodically to reflect program participation (e.g. SPED, 504 Plan, SNOR, etc.).
- Populates, updates, and maintains student rosters for universal screening, i.e., Renaissance, STAR, Early Literacy Reading and Math.
- Runs and distributes a variety of data reports for Registrar, Administration and Certificated staff.
- Monitors students while they are completing assessments.
- Assists with maintenance of Intervention Logs.
- Provides clerical support to the Special Services Department; makes and receives phone calls, files student reports, runs copies, and other clerical tasks.

- Assists Special Services personnel and Behavioral Interventionists as necessary for the purpose of supporting them in the completion of their work activities.
- Attends specialized training as required.
- Performs other duties as assigned.

JOB REQUIREMENTS

Knowledge of:

- Data bases, data entry and verification
- English usage, including grammar, vocabulary and spelling
- Basic arithmetic concepts and calculations
- Basic record keeping and filing practices

Ability to:

- Use Microsoft Windows, Access, Word, Excel, and PowerPoint
- Use Student Information System (SIS) and other data base systems
- Establish and maintain effective working relationships with students, parents and coworkers
- Understand and carry out oral and written instructions
- Use English in both written and verbal form
- Perform simple clerical tasks and operate standard office machines
- Maintain confidentiality of pupil records and school reports
- Adhere to safety practices
- Be attentive to detail
- Meet deadlines and schedules; and work under time constraints.

Working Environment:

- The job functions are generally performed in an indoor environment requiring the following significant physical abilities: reaching, handling, feeling; sensory speaking, hearing and visual.

Physical Requirements:

- Fine manual dexterity to operate common office equipment and appliances
- Working at a desk and meetings of various configurations
- Sitting and standing for extended periods of time
- Reading printed matter and computer screens
- Talking and hearing and understanding speech at reasonable volume
- Bending, twisting, stooping and reaching
- Near and far visual acuity/depth perception/color vision/field of vision
- Ability to push and/or pull up to 70 pounds

MINIMUM QUALIFICATIONS

Education:

- Equivalent to completion of the twelfth grade. AA degree preferred. One year of experience performing duties comparable to those of an Administrative Assistant and/or Data Entry Clerk.