

Oneida Special School District

Job Description

Position Title:	Special Education Administrative Assistant
Reports To:	Special Education Director
Job Goal:	To assist in helping the School Education Director in the daily operations and provide clerical support to Special Education
Term of Employment:	As determined by the director of schools

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies
- Know and follow special education procedural safeguards, confidentiality laws, and basic special education procedures and attend training in these areas
- TennCare Reimbursement Program:
 - Enter parent consent and physician authorizations in EdPlan for eligible students and upload documents
 - Send physician authorization requests and follow up on receipt of by expiration dates
 - Regularly update Google Doc for Reimbursement Program
 - Attend quarterly meetings via Webex with supervisor and EdPlan representative
- Schedule all IEP meetings
 - Contact parents/guardians to set up IEP meeting dates and times and document contacts in EdPlan
 - Email updated IEP meeting calendars to all participants
 - Mail out invitations for meeting with Procedural Safeguards packet
 - Prepare student files for IEP meetings
- Log all Out Going Mail
- Set up appointments for supervisor and school psychologist
- Maintain Special Education student files
- Monitor upcoming meeting schedules
- Make new files for new students
- Make all copies for central office special education department
- Files all student Special Education paperwork
- Fulfill all information requests for parents, doctor's offices, schools, social security office, etc.
- Receive all incoming Special education calls
- Make copies of Procedural Safeguards for outgoing invitations and finalized IEP's
- Make packets and schedule for Child Find (annually)
- Answer office switchboard as the phone administrator
- Requisition Special Education orders/purchases



- Work with School Psychologist in preparing for Eligibility Meetings
- Any other duty/responsibility as assigned by the Special Education Director
- Maintain a basic understanding of Special Education procedures related to scheduling IEP meetings, maintaining student files and timelines for providing appropriate documentation to parents/guardians.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- High School Diploma or GED
- Ability to interpret policies as related to job functions
- Possess good oral and written communication skills
- Demonstrated competence in the use of business machines
- Competence in office practices and procedures
- Ability to establish and maintain an effective working relationship with the public and other employees
- Ability to perform any physical duties associated with this position (e.g. , lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).