

Wrightstown Community School District
Student Services Department Administrative Assistant
 (Job Description)

Primary Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To assist and support the Director of Student Services in day-to-day operations of the Student Services Department (Special Education, English Learning, Guidance, Health Services, Gifted and Talented)
- To perform confidential, skilled office and clerical work calling for considerable individual judgment
- Present a positive image in contacts with parents, community, and staff

Performance Responsibilities

- Communications
 - Function as the receptionist in greeting the public and staff in person and on the phone
 - Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public
- Record Keeping
 - Assist in the collection and monitoring of initial special education paperwork.
 - Maintain current data regarding students in Special Education, Homeless, English Learning programming, 504, Gifted and Talented, and Health Services
 - Maintain caseloads and student records in student management database
 - Maintain student data and monitor form completion related to the special education process including mailing documents to parents
 - Maintain special education files in compliance with confidentiality regulations and statutes
 - Maintain student evaluations, Individual Education Plan due dates, and student reporting data to assure compliance to the state requirements
- Planning
 - Update and maintain the calendar of the Director of Student Services
 - Update and maintain the calendar for the District Psychologists
 - Schedule Individual Education Plan meetings and other meetings as directed
 - Coordinate Early Childhood Development Days
 - Coordinate meetings for the District Mental Health Counselor
- Other Responsibilities
 - Perform all other duties as the Student Services Director or Superintendent may determine

Qualifications

- A high school diploma. A minimum of an associate degree as an administrative assistant or a minimum of three years of previous successful work experience in a professional office environment
- Knowledge of the following tools and office equipment: personal computer, copy machine, telephone, district-specific software, email, EXCEL, WORD, ACCESS
- Strong oral and written communication skills
- Strong human relations skills
- Ability to work independently
- Ability to prioritize tasks

Reports To

- Director of Student Services

Evaluation

- Annual written evaluation to be completed by the Director of Student Services

Adopted: 11/20/2013

Reviewed: 10/18/2018

Revised: 10/19/2022