

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Administrative Assistant II-  
Special Education/ /Federal Reports

**Department:** Instruction

**Grade**     G  
**H.P.D.**    7.5  
**D.P.Y.**    220

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Director of Special Populations

**Purpose of Job**

The purpose of this job is to perform clerical/secretarial functions and to provide general support to the Director of Special Populations. Duties and responsibilities include preparing, reviewing, disseminating and/or filing routine correspondence and reports; monitoring EasyIEP to ensure compliance with federal/state regulations; answering the telephone and relaying messages; and providing general support to the Special Education function.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Receives data related to middle and high school special education students; researches incomplete information; inputs via EasyIEP; generates reports.

Monitors EasyIEP for middle and high school to ensure compliance with federal/state regulations.

Conducts middle and high school monitoring to compare EasyIEP service page with services provided; EasyIEP options with provision of services provided.

Prepares and/or generates, copies and distributes routine correspondence, letters, memoranda, forms, state and federal reports and other documents, such as ADM Reports and Assurance Statements.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Responds to routine requests for information or assistance from members of the staff, the public or other individuals.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Manages Medicaid Reimbursement documentation for the special populations.

Manages the special transportation documentation for secondary transportation.

### **Minimum Training and Experience Require to Perform Essential Job Functions**

High school diploma (or equivalent) required, with six months of general office experience; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills and abilities for this job.

### **KNOWLEDGE OF JOB**

Has comprehensive knowledge of the policies, procedures, and activities of the School System and Special Education practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Special Education/Federal Reports. Has general knowledge of Special Education practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 20 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance

skills in order to meet changing job conditions.

- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**