

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Administrative Assistant II-Special Education
/Easy IEP/Transportation

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; coordinating with Operations for the transportation needs of special education students; answering the telephone and relaying messages; 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 pre-school and elementary special education students; researches incomplete information; inputs via EasyIEP; generates reports.

Monitors EasyIEP for pre-school and elementary to ensure compliance with federal/state regulations.

Conducts pre-school and elementary monitoring to compare EasyIEP service page with services provided; EasyIEP options with provision of services provided.

Maintains Transportation Forms for all students riding special education transportation; coordinates with Operations/Transportation for provision of special transportation.

Prepares and/or generates, copies and distributes routine correspondence, letters, memoranda; forms; reports and other documents.

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

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

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

Additional Job Functions

Performs other duties as required

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or equivalent), with one to three years of general office and bookkeeping experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Special Education/Easy IEP/Transportation. Has considerable knowledge of attendance, enrollment and student 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 and human relations 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 40 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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date