

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF STUDENT SERVICES

QUALIFICATIONS:

1. High School diploma or equivalent training
2. Excellent communication, clerical, and organizational skills
3. Knowledge of Microsoft Office and Excel
4. Basic knowledge of Special Education Code
5. Ability to communicate professionally
6. Tact, diplomacy, and discretion
7. Confidentiality
8. Other qualities as determined by the Director of Student Services

REPORTS TO: Director of Student Services

JOB GOAL:

To carry out administrative duties entailing a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient operation of the Special Education Office.

PERFORMANCE RESPONSIBILITIES:

1. Answering phones for the Director and Child Study Team members.
2. Scheduling parent and staff meetings.
3. Composing communication as necessary.
4. Inputting Special Education data into student database.
5. Consulting and collaborating with technology department regarding data collection, troubleshooting for all state funded reports, record keeping and all maintenance.
6. Communication with the technology department regarding special education data entry for NJ Smart reports/Fixing all errors within the snapshot and federal IEP tab.
7. Data entry for all State Reports pertaining to Special Education (including, but not limited to: October 15, December 1, and End of Year and SEMI Reporting).
8. Maintaining confidential lists of services and supports for special education students.
9. Maintaining schedules of special education teaching and related services staff.
10. Processing and distributing evaluation reports and IEPs to parents according to state mandated timelines.
11. Inputting information and data into IEP program.
12. Processing and sending out IEP quarterly progress reports to parents.
13. Filing and maintaining confidential special education records.
14. Screens calls and inquiries that often involve sensitive topics. Addresses the caller's concerns without referring the callers unnecessarily to the administrator.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

15. Assisting in the preparation of state and federal reports.
16. Scheduling independent evaluations for students.
17. Requesting and preparing documents for special education students entering and leaving the district.
18. Gathering, monitoring and updating relevant data including confidential evaluation results.
19. Preparing and sending out meeting notifications to parents and staff as per timeline mandates
20. Requesting substitutes for teachers to attend IEP meetings and for Extended School Year.
20. Collaborating with software developer to rectify problems with IEP Program.
21. Providing assistance and support to other offices within the school district.
22. Maintains an appropriate active and archival student filing system for both confidential documents and records and readily retrieves items through the use of this system.
23. Familiar with and adhere to the Parental Rights in Special Education (PRISE), Family Education Rights and Privacy Act (F.E.R.P.A.) and New Jersey Administrative Code regarding the maintenance, distribution and destruction of student records and information.
24. Collaborating with CST teams throughout the district to gather, monitor and update relevant information for student's IEP's.
25. Attending to other duties as requested by the Director of Student Services.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

LEGAL REFERENCES:

- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts
N.J.S.A. 18A:6-7.1-7.5 Criminal history record; employee in regular contact with pupils;
grounds for disqualification from employment; exception
N.J.S.A. 18A:12 School Ethics Act
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:17-13 Assistant and acting secretaries; appointment, powers and duties
N.J.S.A. 18A:17-14 Clerks in the secretary's office
N.J.A.C. 6A:32 District operations