

**WINOOSKI SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Administrative Assistant to the Special Education and Early Learning  
Director/Medicaid Clerk

**Date Approved/Updated:** September 22, 2014

**Location:** District

**Job Group:** Support Staff

**Reports To:** Special Education and ELL Director

**Summary of Position Responsibilities:** This position will provide administrative support to the Special Education and ELL Director.

**Essential Duties and Responsibilities:**

1. Acts as Child Count liaison and technical support individual for the district for the State of Vermont Child Count Program.
2. Able to effectively manage and use the SpedDoc Database program (ie: caseload, import/export files, generate reports requested by Director, etc.). Provides technical support to special educators as needed. Data collection for monthly updates, and organize/manage material for annual reports to the state.
3. Assists Director with homeless students: determines homeless status, arranges transportation with other districts, completes paperwork for data purposes, keeps track of student's residency/homeless status.
4. Oversees time studies (distributes and collects time study paperwork to/from special education staff and support staff, organizes time studies into binders, and reviews time studies with Director).
5. Assists with the coordination of summer programs for special education students. This includes staffing and scheduling.
6. Coordinates and manages transportation services for special education students (ie: bus and taxi service).
7. Coordinates services, in collaboration with special educators/teachers, for students who are hospitalized or need home tutoring.
8. Provide administrative/clerical support for the annual Service Plan Report/Project.
9. Coordinate in collaboration with the principals sub coverage for special educators and support staff on a daily basis.
10. Receive and process telephone calls. Troubleshoots questions and refers Director as necessary for complex issues.
11. Assist office visitors with questions/concerns. Will schedule an appointment with Principal and/or Director if necessary.
12. Prepare Worksheet A, Special Education Expenditure Report, the Local Education Agency Plan, FITP reports, Service Plan, Homeless report, ELL reports and any other reports designated by the Director.
13. Plans and prepares a variety of regular and special reports, charts, tables and graphs related to assigned functions, involving background research, compiling and analysis of data from a variety of sources, and so forth.
14. Process purchase orders for Special Education, ELL and other student support services; maintains accurate and current budget documentation.
15. Photocopies, collates, labels and distributes a variety of written materials.
16. Develop an inventory spreadsheet to keep track of special education assessments, equipment and materials within the District. Collect materials from teachers/staff in May, and record on inventory spreadsheet.

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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17. Organizes and coordinates various student support activities/events (ie; Child Find, EEE screening, Homeless information, and others assigned by the Director.)
18. Able to effectively manage, use and maintain Medicaid system, file state reports, track students, conduct time trials, etc.
19. Properly distributes mail for the student services office daily, and monitors for items that are time sensitive or require immediate attention.
20. Establish and maintain office filing system.
21. Demonstrated organizational skills
22. Maintain a neat and orderly office.
23. Demonstrate ability to maintain confidentiality in relation to staff and students.
24. Maintain a professional and positive office atmosphere.
25. Other duties may be assigned.

### ***Supervisory Responsibilities:***

As assigned by Director.

### ***Supervisory Responsibilities include:***

As assigned by Director.

### ***Qualification Requirements:***

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Associates degree or higher preferred; appropriate experience may be substituted.
- The individual must demonstrate proficiency with spreadsheets, word processing, and database programs.
- The individual will be highly organized and able to work in a fast paced office
- The individual must demonstrate ability to maintain confidentiality.
- The individual must have excellent interpersonal skills.

### ***Physical Demands:***

*The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

<input type="checkbox"/> O Standing	<input type="checkbox"/> O Walking	<input checked="" type="checkbox"/> C Sitting	<input type="checkbox"/> O Lifting	<input type="checkbox"/> O Carrying	<input type="checkbox"/> O Pushing
<input type="checkbox"/> O Pulling	<input type="checkbox"/> O Climbing	<input type="checkbox"/> O Balancing	<input type="checkbox"/> O Stooping	<input type="checkbox"/> O Kneeling	<input type="checkbox"/> Crawling
<input type="checkbox"/> O Crouching	<input checked="" type="checkbox"/> F Reaching	<input checked="" type="checkbox"/> C Handling	<input checked="" type="checkbox"/> C Fingering	<input checked="" type="checkbox"/> C Feeling	<input checked="" type="checkbox"/> C Talking
<input checked="" type="checkbox"/> C Hearing	<input type="checkbox"/> O Far Vision	<input checked="" type="checkbox"/> C Near Vision	<input type="checkbox"/> O Color Vision	<input type="checkbox"/> O Depth Perception	<input checked="" type="checkbox"/> C Repetitive Motion
<input checked="" type="checkbox"/> C Eye/Hand/Foot Coordination					

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**Physical Effort:** Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>
Lifts up to 30 lbs
Walks/stands occasionally

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

\_O\_ Exposure to weather      \_N\_ Extreme heat      \_N\_ Extreme cold      \_O\_ Noise      \_N\_ Dust, vapors, fumes  
\_C\_ Time constraints      \_C\_ Public contact      \_C\_ Deadlines      \_C\_ Travel      \_C\_ Inside work

**Terms of Employment:** Full Year Employee

**Compensation and Benefits:** In accordance with WEA Agreement for Support Staff.

**Evaluation:** Annual by Director.

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