
Position Title:	Administrative Assistant to the Pupil Services Director	
Department:	West Salem School District Office	
Reports To:	Budget and Accounts Manager in cooperation with the Pupil Services Director	
Approved By:	Board of Education	Date: January 25, 2010

I. **Summary:** To provide assistance to the Pupil Services Director and clerical services for the Pupil Services Department.

II. **Essential Duties and Responsibilities:**

- A. Function as the receptionist in greeting the public and staff in person and on the phone.
- B. Serve as the district contact person for the software system used for completion of IEP development, financial reporting and Medicaid billing.
- C. Maintain the Special Education Services database and compile and file state and federal reports.
- D. Maintain student data and monitor form completion related to the special education process.
- E. Complete and maintain evaluation and IEP summary sheets and forms as required for the special education staff and Director of Special Education and Pupil Services.
- F. Schedule initial evaluation and reevaluation meetings.
- G. Maintain special education files in compliance with confidentiality regulations and statutes.
- H. Schedule conferences for pupil services staff, register staff and book motel rooms at state rates and reserve district vehicles and other transportation as appropriate.
- I. Schedule and coordinate special education staff in services as directed.
- J. Maintain and transfer and request special education student records for entering and exiting students.
- K. Update and maintain the calendar of the special education director.
- L. Complete school based Medicaid billing.
- M. Process special education requisitions, align invoices and PO's.
- N. Order and check-in all special education ordered materials from vendors.
- O. Coordinate daily transportation for West Salem special education and West Salem students attending Western Technical College, Leadership or private vendors (i.e.) Chileda.
- P. Be knowledgeable and follow all district policies.
- Q. As a representative of the school district, deal with the public and school employees in a courteous and professional manner.
- R. Perform all other duties as the Pupil Services Director, superintendent or Board may determine.

III. **Supervisory Responsibilities:**

None

IV. **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. **Education and/or Experience**

High school diploma,

B. **Certificates, Licenses, Registrations:**

CPR, AED, First Aid and Driver's license.

C. **Language Skills:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

- D. **Mathematical Skills:**
Ability to read charts, graphs and computer sums.
- E. **Reasoning Ability:**
 - a. Ability to define problems, collect data, establish facts and draw valid conclusions.
 - b. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
 - c. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- F. **Technology Skills:**
 - a. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
 - b. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.
- G. **Other Skills and Abilities**
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. **Physical Demands:**
 - 1. The physical demands described here are representative 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.
 - 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
 - 3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.
- I. **Work Environment:**
 - 1. 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.
 - 2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.