

**Poquoson City Public Schools**  
**JOB DESCRIPTION**

**TITLE: ADMINISTRATIVE ASSISTANT FOR STUDENT SERVICES**

This position is \_\_\_\_\_ exempt or \_\_\_X\_\_\_ non-exempt

**PRIMARY FUNCTION:**

Provide support to the Director of Student Services, School Psychologists, and School Social Worker in the planning, development, implementation, and evaluation of special education guidance and nursing services. Serve as Receptionist for Student Services

**QUALIFICATIONS:** High school graduate or equivalent; experience in progressively responsible positions, preferable in a business office or school system.

**GENERAL PERFORMANCE RESPONSIBILITIES:**

- Assist the Director of Student Services with special presentations, reports, assist in updating manuals and reports to reflect the current change in special education/504/medicaid requirements.
- Work with the Director of Student Services in scheduling ESY services for students, and maintain time sheets for special education ESY teachers/staff.
- Work with the Director of Student Services with training sessions for special education personnel.
- Collaborate with Director of Technology to provide staff with new technology and software for special education paperwork.
- Distribute materials of importance (upcoming training sessions, seminars) to all Student Services personnel.
- Assist all Student Service personnel with IEP ONLINE questions. Work/communicate with IEP ONLINE Services department and Poquoson Schools Technology department regarding questions/problems/exports that may arise.
- Assist staff with Medicaid questions/paperwork and coordinate with agencies to comply with reporting requirements.
- Train the Parent Teacher Resource Coordinator on new job procedures.
- Assist in the preparation of the Parent Teacher Resource Newsletter.
- Assist in the preparation and distribution of information for Special Education Advisory Meetings.
- Notify appropriate personnel of 504 and special education eligibility meetings and triennial reevaluations.
- Maintain contact with OT, PT, Vision and Assistive technology therapists.
- Coordinate Child Find for Poquoson schools.
- Coordinate with instructors for Homebound/Home based work.
- Collaborate with director of transportation with IEP students transportation issues.
- Coordinate with external vendor(s) regarding ordering, repairing, and maintenance of FM systems.
- Order special education supplies (per approval) as needed by special education staff and maintain purchase order notebook
- Maintain time sheets during regular school year and ESY
- Disseminate regular and interoffice mail to the Director of Student Services, School

Social Worker, and School Psychologists

- Generate purchase orders once bills are received.
- Generate various state reports as required by the Va. Dept. of Education and Medicaid.
- Manage paperwork of children going through the referral process for special education and 504 including medicals in conjunction with school nurses as needed for students that are going through the special education referral process.
- Receive and distribute relevant reports to schools for eligibility meetings.
- Maintain Safe and Drug Free accounting information

**TERMS OF EMPLOYMENT:**

Salary according to School Board Pay Plan and appointment length 248 days

**REPORTS TO:**

Director of Student Services

**EVALUATION:**

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

**APPROVED BY SUPERINTENDENT**