

SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – STUDENT SERVICES ADMINISTRATIVE ASSISTANT

Job Title	Student Services Administrative Assistant
Supervisor	Director of Student Services
Qualifications:	High school diploma and advanced training of office procedures and skills preferred. Experience as an administrative assistant with experience in a central office setting preferred. Knowledge of Microsoft Office software and various special education software preferred. Ability to work with staff, parents, community members, and state and local organizations.
Purpose	To assure the smooth and efficient operation of the student services office so the maximum positive impact on the education of children can be realized.
Performance Responsibilities	<ul style="list-style-type: none"> • Manage for all phone calls related to the central office special education department. • Oversee distribution of incoming mail and packages. • Welcome visitors and arrange for their comfort, and screen unexpected callers in accordance with predetermined policy. • Schedule meetings and appointments for the Director of Student Services with case managers, building coordinators, and parents. • Maintain special education files as required under RSA 186-C/state standards. • Prepare all federal grant applications as requested and maintain records of all expenditures. • Prepare and maintain Student Services budget as requested and prepare budget adjustments. • Prepare all purchase orders in the accounting software system related to Student Services purchases, add new vendors, and process related paperwork. • Enter student Individualized Education Plans in the New Hampshire Special Education Information System. • Serve as a resource to parents/professional regarding the district's special services program. • Maintain timetables for office projects to ensure their timely completion. • Set up all Student Services special busses and serve as a liaison to families and troubleshoot any problems in this area. • Maintain homeless student information, bus arrangements, and contact with other school districts as needed. • Maintain and complete all year-end reporting for out of district student attendance, etc. • Submit data entry for students who require special testing throughout the year for out of district and in-district. Submit Beginning of Year and End of Year attendance reporting annually. • Maintain files for court-related students. • Ensure confidentiality. • Other duties as assigned by the Director of Student Services.
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	12-month year
Evaluation	Evaluation by the Director of Student services in accordance with district policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

September, 2021

July, 2016

March, 1981