



## Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **SPECIAL SERVICES LAISON / EL. ASSIST. SECRETARY**

Department/Section: Support

State Job Match: 124

Title of Immediate Supervisor: Building Principal

**JOB SUMMARY** -- This position ensures the effective and efficient operation of the elementary school office.

### **Task No. And DESCRIPTION**

1. Assists visitors and callers and refers them to appropriate people.
2. Answers the telephone and operates the switchboard.
3. Operates office machines.
4. Compiles inventory of textbooks, furniture, and equipment for the building.
5. Assists with preparing material for new and returning teachers each fall.
6. Sorts all school mail and processes principal's mail, except for personal letters.
7. Assists in the maintenance of student attendance records.
8. Writes passes for students who have been absent or leave the building.
9. Locates and calls students to the office.
10. Assists in mailing of report cards and other bulk mailing.
11. Assists in the dispensing and charting of student medications, and conducts other health related activities under the direction of the school nurse. Administers basic first aid, calls parents when needed.
12. Maintain accurate list of all IEP due dates and 3-year re-evaluation dates. This information is gathered using parent signature dates, last meeting dates and latest 3-year re-evaluation dates. Sources used to gather this information include Internet SpEd forms, Special Ed folders and case managers, if needed.
13. Maintain accurate calendar tracking dates and times of all Special Ed case managers, building principals and school psychologist which reflect dates and times these members are unavailable for meetings. This calendar is also used to track events that would not allow a classroom teacher to be available for a meeting such as field trips, tutoring schedules, or night classes they attend.
14. Using the same calendar, record all IEP and 504 meetings in the district. Review and update for accuracy on a daily basis.

Lewiston-Altura Public Schools Elementary Assistant Secretary

15. Arrange all Special Ed and 504 meetings in the district. This includes calling all individuals who need to be notified of meetings to coordinate their schedules and arrive at a date and time that accommodates as many team members as possible.
16. Create notice of team meetings. Mail notice to all individuals listed. Copy of notice of team meeting is given to case manager for Special Ed folder. Send reminder letter to parents or make a reminder call to them if meeting notice has been mailed 2 or more weeks in advance of meeting date. Include Notice of Procedural Safeguards Parental Rights brochure with each notice sent to parents.
17. Track all membership and attendance hours of Early Childhood Special Education students for MARSS submission.
18. Prepare forms for Special Ed students who have MA insurance, to be submitted for third-party billing.
19. Prepare and mail tuition agreements to other districts, as necessary.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

**QUALIFICATIONS:** Specific training or job experience required before appointment: High School Diploma, Advanced training preferred. Secretarial experience. Working knowledge of office equipment. Data entry and word processing skills. Communication skills. Physical requirements:

Estimated length of time required for new entrant to achieve acceptable level of proficiency: One year.

**ORGANIZATIONAL RELATIONSHIPS:** This position reports directly to the Building Principal and works in various capacities with administrative, service, and support staff.

**WORKING CONDITIONS:** No unusual or extraordinary working conditions.

**TERM/CONDITIONS OF EMPLOYMENT:** Length of employment: 176 days. Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement.

**PERFORMANCE REVIEW:** Annual review by the building principal.

Updated May 2013