

Administrative Assistant for KCSEC Coordinator  
Job Description

TITLE: KCSEC Coordinator Administrative Assistant

QUALIFICATIONS: High School diploma, course work in secretarial areas at high school level or post-secondary training at junior college, college or business school.

REPORTS TO: Director of Special Education, Assistant Director, and Coordinator

FUNCTION: To provide secretarial and clerical support and assist in accomplishing the objectives of professional staff and KCSEC programs.

RESPONSIBILITIES:

A. ADMINISTRATION

1. Provides secretarial and related clerical support to the Coordinators of Special Education and assist in accomplishing the objectives of the Coordinator, and organizational goals.
2. Prepares and maintains private facility contracts appropriate to individual students and billing to their local school districts.
3. Prepares materials for IEP staffings for efficient distribution and compliance.
4. Facilitates the timely completion of letters, memos, and correspondence.
5. Facilitates the implementation of special events for special education students, staff members, and parents.
6. Assists staff in long and short range planning and scheduling.
7. Updates and maintains all policy manuals, procedures, guidelines, and correspondence consistent with timely implementation.

B. Communication

1. Disseminates information to administration, staff, parents, and organizations that increase effective practices and communication.
2. Maintains open and positive relationship through verbal and written contacts and materials.
3. Extends an appropriate public relations image on behalf of the Coordinators and Kendall County Special Education Cooperative.

C. Program Coordination

1. Updates the student data base and maintains accurate class lists.
2. Completes staffing notices and notification to parents and staff for students in Coop programs.
3. Maintains student files in an updated and orderly manner including the activation of new student files and deactivation of records in accordance with the School Student Records Act.
4. Provides support for a continuous inservice program designed by the Coordinators.

D. Leadership

1. Achieves identifiable contributions in the areas of responsibility and accomplishes measurable task performance.

E. Other duties as assigned.

Evaluation: Annually by the Director of Special Education, Assistant Director and/or Coordinators.