OFFICE MANAGER - SPECIAL SERVICES DEPARTMENT

QUALIFICATIONS:

I. Education/Certification: Associate degree and/or job related experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

   I. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.

   II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.

   III. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.

   IV. Demonstrated computer skills, including proficiency using Microsoft Office and the ability to learn new software applications quickly.

   V. Must be team oriented with excellent interpersonal and communication skills.

   VI. Must be willing to participate in ongoing in-service training as requested.

   VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Director of Special Services

PURPOSE:

Under the direct supervision of the Director of Special Services, provide complex and confidential administrative and secretarial support, communicate information to school district employees, students, parents and others as required, and assist in ensuring compliance of department/program activities with legal, administrative and district policy requirements.

PERFORMANCE RESPONSIBILITIES:

I. Maximize utilization and effective management of the Director’s time in a confidential and professional manner. (i.e. maintain Director’s schedule)

II. Open and review incoming mail. Process incoming correspondence and flag priority/sensitive mail in order to expedite. Report regularly to the Director any developments or problems which may require his/her awareness or action.

III. Composition of various letters, memoranda or other forms of communications in the administrator's name, as instructed, in addition to keyboarding correspondence already composed.

IV. Manage internal and external communications from and through the Special Services Central Office. [i.e.: Initiate contact in scheduling IEP and Section 504 of the Rehabilitation Act of 1973 (504) meetings, monitor all time lines (Section 504, Prior Written Notices, IEPs, Minutes) on a form and e-mail case managers immediately when things are close to being late. Keep track of all evaluations for initials and re-evaluations.] Manage student special services database (SpedNet/GEMCare).

V. Collect information, complete and/or collaborate to complete, copy, mail, and file various state or federal reports.

VI. Order department materials/supplies/equipment and register staff for professional development using purchase orders and/or department credit card. Log all Equipment purchased with Federal funds on inventory document for future reporting and auditing.

VII. Place, receive, screen and route phone calls.

VIII. Schedule appointments and coordinate arrangements for meetings/conferences.

IX. Collect pertinent information to compose and place ad in newspaper and online for Childfind [see School Board Policy IHBAC] and Special Education Records Destruction notices.

X. Make appointments for interviews with prospective applicants, and typing interview instruments for search committee members.

XI. Assist in maintaining department's online presence (web content).

XII. Establish and assist in maintaining files, records and documents for the purpose of providing up-to-date reference and audit trail for compliance.

XIII. Assist the Director with planning for Extended School Year program, including coordination with Open Doors Studio (reg ed program), budget for summer payroll processing, transportation, staff on-boarding/IDs, and weekly timesheets.

XIV. Occasionally lend clerical support to the Business and Superintendent's offices.

XV. May assist with coordinating workload of special services department file clerk.

XVI. Performs other duties as assigned by the Director of Special Services.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 30 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment Environmental Conditions: inside, working around moving objects, working alone Willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

8 hours per day/260 days per year. Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Special Services will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

- February 13, 2007 *(Previous Title: Administrative Assistant to the Director of Instructional Support-Secretary)*

Revised:

- September 13, 2016

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