



MISSISSINEWA COMMUNITY SCHOOLS
Administrative Assistant in the Special Services Department
Corporation Level

Job Description:

Under the direction of the Director of Exceptional Education employee performs a variety of clerical and support work, schedules conferences, works cooperatively with administration and staff in each school building as well as with families.

Qualifications:

High School Diploma

Two years of additional schooling/training OR two years of successful related employment.

Successful work background and positive references

Microsoft Office Specialist (MOS) Master (Preferred)

Certified in Word, Excel and either PowerPoint or Access

Responsibilities:

- Meet and interact with public and employees in routine situations, which require tact, discretion and courtesy
- Conform to District policy regarding attendance and absences
- Ensure that all communications meet proper written and verbal English standards
- Give information of policies or procedures related to district, departmental or school activities
- Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems while providing a variety of clerical duties
- Schedule all Exceptional Education conferences for students in grades PK-12 meeting the needs of families, staff, and administrators
- Maintain multiple online calendars and coordinate schedules of staff for conferences and meetings
- Process electronic purchase orders and other online recordkeeping
- Facilitate the referral process for students not yet identified as requiring Special Education Services
- Lead data collection for all state reporting required of the Office of Exceptional Education for Mississinewa Community Schools
- Adhere to Indiana Special Education Law, Article 7, in regard to timelines
- Communicate effectively and professionally with all stakeholders
- Ensure that all documentation for Medicaid and Mac program is updated for billing purposes
- Assist in preparation and completion of all professional development activities

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)