

TITLE: FEDERAL PROGRAMS/SPECIAL EDUCATION NON-INSTRUCTIONAL ASSISTANT

QUALIFICATIONS

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. High level of competence in typing, filing, and general computer knowledge
3. Knowledge of word processing, data bases, spread sheets, and reports
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Work well under pressure and deadlines
7. Excellent organizational skills
8. Works well with students, staff, and the public
9. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Special Programs Director

JOB SUMMARY

To assist the Special Programs Director in the efficient operation of the special services program so a maximum positive impact can be made on the students served by it. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

MAJOR DUTIES AND RESPONSIBILITIES

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle followup activities as necessary
3. Assist, log in, and direct visitors to the school
4. Type documents such as reports, staff duty rosters, correspondence, handbooks, letters, student records, memos, and monthly statements
5. Maintain a wellorganized, uptodate filing system
6. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
7. Assist in monitoring and maintaining Federal Programs/Special Education files and reports, providing access to information as appropriate
8. Handle student information and records in a responsible and confidential manner
9. Monitor pre-K-12 students as needed
10. Assist in curriculum and bulk supplies warehouses as needed
11. Keep immediate supervisor informed of activities and any issues that may arise
12. Attend faculty meetings as required
13. Assume responsibility for his or her continuing professional growth and development by attendance at in services or trainings
14. Seek assistance should emergencies arise
15. Represent the school district in a positive manner
16. Know and follow school district policy and chain of command

17. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the supervisor of Special Programs in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature