



Job Description

Job Title: Student Services Program Assistant
Assignment: District Office
Reports To: Director of Student Services
Evaluated By: Director of Student Services
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides full spectrum administrative support to the Director of Student Services including matters of a confidential nature. Manages daily operations of the Student Services Department, including, but not limited to answering frequent questions, maintaining Director's calendar, and preparing regular district and state reports under supervisor direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation.

1. Assists the Director/Administrator in coordination of the Inter-district transfer process, ensuring school/district compliance with state statutes, district and board policies; including processing applications and resolving enrollment and residency questions and issues for district staff, parents/guardians and other districts as necessary.
2. Coordinates and oversees processes to prepare regular and accurate reports for submission to ODE and federal agencies, meeting all required deadlines and recording revenue as appropriate. Reports include Child Find, June & December CENSUS, Private School Collection, Restraint & Seclusion, High Cost Disability, Post School Outcome Exit & Follow-up, and Coordinated EIS, Procedural Compliance Review and other ODE reporting as needed.
3. Reviews all Special Education Individual Education Plan paperwork provided by Special Education Staff and agency service providers. Directs special education staff with training and coordination of special education compliance and monitoring activities to ensure compliance in all SPR&I checkpoints, state statutes, district and board policies.
4. Coordinates and manages records for third parties, including Office of Civil Rights, ODE, investigations and litigation as related to Student Services.
5. Maintains and secures highly confidential student records and inquires.
6. Maintains and prepares accurate and current student records, files, and student information databases, including coordination and correspondence with other districts and outside agencies as necessary.
7. Serves as initial contact person and liaison between the Student Services Director and district/building personnel, parents/guardians, students and the general public.
8. Coordinates Community Based Instruction tutors and related processes, including tracking of student participation, tutor timesheets, and assisting schools in compliance of district procedures.
9. While working collaboratively with others, implements decisions and provides guidance within ASD established policies and procedures to district/building personnel, parents, students and the general public.
10. Provides administrative assistance to the Director/Administrator, including calendar management, preparing correspondence, taking minutes, and arranging travel, and other tasks as necessary.

11. Assists Director/Administrator in district level project and processes.
12. Assists in development and reporting on program budget.
13. Processes department purchases, including purchase requisitions/orders, assuring proper approvals, coding and maintaining/tracking of Special Education staff discretionary spending.
14. Researches, creates, inputs, formats, organizes relevant data as needed or requested and prepares in a usable format.
15. Maintains accurate office records including documents and forms used by program, filing, copying, creating manuals, and mailing information.
16. Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
17. Works collaboratively with District and building administrators and other department staff to provide reliable service to customers.
18. Works collaboratively with outside Districts and Agency Service Providers for training, service coordination, and reporting.
19. Provide impeccable customer service.
20. Maintains records of Student Services related staff certifications and training hours.
21. Coordinates maintenance of office machinery and supplies.
22. Follows and maintains knowledge of all applicable District policies and procedures.

OTHER DUTIES AND RESPONSIBILITIES

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- **Education and/or Experience:** High school diploma or equivalent required. Minimum two years experience, or equivalent combination of education and experience, in general office duties including typing, managing executive calendar, and database management. Associates Degree preferred. Prior successful experience in an educational environment strongly preferred.
- **Interpersonal/Communication Skills:** Works well with diverse populations of students and adults. Strong communication skills including listening, problem solving, and de-escalation. Remains open to others' ideas and contributing to building a positive work environment.
- **Computer Skills:** Strong Microsoft Office Suite skills; Proficiency using Word, Excel, PowerPoint, Outlook, One Note, and SharePoint required. This position will also use a variety of school and web-based software and reporting systems.
- **Certificates, Licenses, Registrations:** Valid Oregon Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others including understanding and being understood. While much of the work will be completed in an office environment, the employee will need to move between buildings, visiting sites throughout the district. This position requires use of a variety of digital systems, software, and hardware. This position may require some travel outside the district.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to blood-borne pathogens.

VALUES

The District is focused on eliminating systemic racism and its impact on student learning. ASD is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service. Ashland Public Schools is an equal opportunity and affirmative action employer.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to relevant Collective Bargaining Agreement.

Prepared By: Ashland School District #5
Reviewed By: Laurie Rooper
Adopted:

Prepared Date: January 2020
Review Date: November 6, 2020

I have read and understand this job description.

Signature:

Date:
