

JOB DESCRIPTION



JOB TITLE: Department Administrative Assistant – Student Services

FLSA STATUS: Hourly, Non-Exempt

DATE: 2024-2025 **DEPARTMENT:** Student Services

REPORTS TO: Director of Student Services

JOB SUMMARY:

Employees in these positions generally serve as administrative assistants to a department/division head and may supervise subordinates. Administrative assistant duties and responsibilities include providing administrative support to ensure efficient operation of their department. The role will support the manager through a variety of tasks related organization and communication. Duties require a high level of initiative, independent judgment, and respect for confidentiality. Department admin assistants must know and be able to communicate departmental policy.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- ❖ Composes or assists with compiling materials for correspondence, memos, and documents from general instructions from supervisor or faculty
- ❖ Maintains files and various records for use by supervisor and faculty
- ❖ Screens and sorts mail and telephone calls and routes to proper persons
- ❖ Conducts correspondences with other departments or outside groups
- ❖ Assists in planning, reviewing, and refining office management practices
- ❖ May supervise and train subordinate clerical staff
- ❖ Relieves supervisor of minor administrative duties
- ❖ Process and route purchase requisitions to ensure appropriate approval for Department expenses while following established budget guidelines
- ❖ May assist in Department budget preparation and tracking
- ❖ Performs related duties as required

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

STUDENT SERVICES SPECIFIC:

- ❖ *Collaborate with sending districts to coordinate IEP/504 meetings between parent's, teachers, case managers, and LEA's.*
- ❖ *Support Director and Assistant Director of Student Services to ensure annual district contracts are submitted and received timely.*
- ❖ *Oversee system management of STAR Assessments and Aimsweb, keeping subscriptions and student rosters current.*
- ❖ *Track, upload, and maintain most current IEP/504 and other student plans to Admin Plus; coordinating follow-up with districts.*
- ❖ *Coordinate testing accommodations for students during mid-term and final exams, as well as throughout the academic year.*
- ❖ *Coordinate visits with outside services.*
- ❖ *Attend, participate, and document department meetings.*
- ❖ *Provide reminders and updates to case managers on critical deadlines.*
- ❖ *Support the Director and Assistant Director of Student Services with proofreading and providing feedback on documents and correspondence.*
- ❖ *Build positive partnerships and maintain a friendly and respectful relationship and environment with students, faculty, staff, and our partnering districts and outside services.*
- ❖ *Assist in coordinating Medicaid documentation for reimbursement.*

REQUIRED SKILLS AND ABILITIES:

- ❖ Strong communication and organizational skills
- ❖ Ability to prioritize workload and receive direction from multiple Department Heads
- ❖ The ability to work independently and perform multiple tasks simultaneously
- ❖ Proficiency with Microsoft Excel, Word, Google Docs, and Zoom.

EDUCATION/EXPERIENCE:

- ❖ High School diploma required. Associate degree preferred; however, work experience may be substituted for this requirement.

PHYSICAL REQUIREMENTS:

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer

screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 40 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORKING 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.

Duties are normally performed in a school/classroom or office environment. The noise level in the work environment is usually moderate.

BACKGROUND CHECK AND

FINGERPRINTING: The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date