



TITLE: Preschool and Special Education Administrative Assistant

QUALIFICATIONS:

1. Education: High School Diploma
2. Experience: Previous experience desirable
3. Such alternatives to the above qualifications as the OVESC Board find appropriate and acceptable.

RESPONSIBLE TO: Superintendent and/or Designee

FUNCTION: Provide assistance and support for all phases of Preschool and Special Education office procedures.

RESPONSIBILITIES:

1. Assist in greeting visitors and answer questions or direct them to the appropriate person.
2. Receive messages and assume responsibility for responses and relaying all messages to/from staff and public.
3. Answer incoming phone calls and direct unresolved issues to the appropriate person or voicemail.
4. Operate essential office communication systems, including greeting public, monitoring staff schedules and conference room scheduling.
5. Accept, sort and distribute mail and other correspondence.
6. Assist with conference room requests for the Marietta Office.
7. Assist with deposits, as needed.
8. Notify Executive Administrative Assistant & Preschool Assistant of new students for tuition purposes
9. Organize Preschool Opening Day and other professional development programming - *Schedule venue, Organize and prepare materials and presenters as needed, Organize and order refreshments and lunch, Send information to participants, Maintain registrations*
10. Maintain and update the preschool special education database.
11. Assist with entering initial EMIS data for preschool students
12. Send EMIS cover sheet from preschool application to district EMIS coordinators
13. Send out medical releases to medical agencies for preschool student needs, per supervisors request for Washington County.
14. *Mail out preschool applications*
15. *Check returned preschool application for completion - Date stamp, Upload to google drive (along with accompanying documents), File*
16. *Collect medical and dental forms on preschool students - Upload to google drive, Scan to OVESC Nurse, File in student file, alert/inform classroom staff*
17. *Prepare and mail all preschool documents to districts and parents*
18. *Send all preschool test scores to the EMIS coordinators at each district and files into student files.*
19. *Maintain and organize attendance records for preschool classes.*
20. *Assists with all preschool professional development - Schedule venue, Ordering and organizing materials, create sign in sheets and certificates.*
21. Create and maintain preschool and special education files updated/organized for all districts



22. Create student suspected disability/special education folders for supervisors
23. Schedule special education meetings for supervisors preschool students per supervisor directives
24. Create and mail parent invitations for all special education meetings
25. Daily make reminder calls to families for special education meetings for all supervisors
26. Prepare and deliver special education documents to teachers and other stakeholders (e-mail, mail, and/or hand delivery)
27. Maintain monthly minutes for Special Education service providers (for time accountability) for Washington County.
28. Ensure that Preschool Attendance records are created each June by the Teaching and Learning Director. Share attendance records with staff in August. Share attendance records with EMIS coordinators.
29. To maintain a regular filing system, as well as locked confidential files, and process incoming correspondence as instructed.
30. Share preschool digital class lists with EMIS Coordinators in June.
31. Such duties as will be assigned by the OVESC Superintendent.

OTHER DUTIES AND RESPONSIBILITIES:

1. Promote a positive work environment.
2. Present a professional, identifiable presence when engaged in the activities of Ohio Valley ESC.
3. Foster a culture of respect.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work effectively with others.
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
3. Maintain confidentiality at all times.
4. Effective, active listening skills.
5. Organizational and problem solving skills.
6. Knowledge of public school policies and practices.
7. Basic computer skills.
8. Ability to operate various office equipment.

TERMS OF EMPLOYMENT: To be determined by the Ohio Valley ESC Superintendent and Board.

EVALUATION: Performance will be evaluated with provisions of the OVESC's policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE _____ DATE: _____