

ADMINISTRATIVE ASSISTANT FOR STUDENT SERVICES
SAU 70

The Administrative Assistant reports directly to the Director of Curriculum, Instruction and Assessment. The Administrative Assistant assists in a broad range of central office responsibilities related to instructional services and business.

The position requires monitoring of State timelines, filing reports and grants with various State agencies, general education assessment database maintenance, Medicaid billing, home-school filing and projects involving curriculum, instruction and assessment. Familiarity with general computer operations, use of e-mail and access to the Web is required.

Qualifications:

Associate's degree in accounting or business; five years' experience working in an office environment; demonstrated competence with application software for accounting, scheduling; proficiency with e-mail, Internet browsing, Excel, Word, or similar.

Representative Types of Responsibilities:

1. Ensuring records/files are maintained confidentially and in accordance with applicable laws and regulations.
2. VT and NH Medicaid billing/reporting.
3. VT and NH home-school reporting and documentation.
4. VT and NH homeless reporting and documentation.
5. VT and NH ESOL reporting and documentation.
6. Providing technical assistance with State and local student assessment databases.
7. Grant reporting/monitoring/tracking for VT DOE and NH DOE on daily, monthly, annual basis.
8. Assisting with locating/monitoring/reporting SAU-wide grant funding sources.
9. Assisting with SAU 70-wide assessment data collection and analysis.
10. Assisting with scheduling and preparation for SAU-wide professional development opportunities.
11. Performing other duties as assigned by the Director of Curriculum, Instruction and Assessment.

Reports to: Director of Curriculum, Instruction and Assessment

Supervises: None

Physical Limitations of Job: May require lifting of up to 50 pounds, kneeling, crouching, and physical dexterity

Category: Exempt

Date Adopted: 12/14/11
Date of Last Review: 12/14/11