

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, JANUARY 2014**

**JOB TITLE: ADMINISTRATIVE ASSISTANT
ASSISTANT TO ASSISTANT PRINCIPAL**

GENERAL STATEMENT OF JOB

Under general supervision assists the principal, teachers, and other instructional staff in compliance, coordinating and improving the school programs to the benefit of children. Reports to the Principal and works in collaboration with the administrative team.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in the supervision of teachers, staff, and students; conducts formal and informal special needs assessment; helps plan and conduct staff development at the school level; plans, coordinates and evaluates staff development; performs observations periodically including ADEPT, drop-in and APT observations; coordinates placement of student teachers in special education classes and practicum teachers; assists Special Services teachers and therapists in developing and/or utilizing consultation skills in general education classrooms.

Assists the administrative team in establishing an appropriate tone for optimal student learning and in the overall daily school operation.

Assists principal with teacher and support personnel interviews for positions.

Assists teachers and principal in analyzing test data and monitoring student growth and progress.

Works with teachers in assessing problem areas and finding appropriate solutions for students; encourages teachers to use new methods and materials where appropriate for the improvement of instruction based on current research, helps plan and implement new programs and/or procedures for students.

Orders and assigns textbooks and other appropriate instructional materials, technology, and /or equipment to students and teachers in programs for students; maintains inventory.

Serves on discipline committee, attends SIC, PTSO Executive Board meetings; participates in Child Study and Intervention teams; coordinates school programs including homebound instruction.

Disciplines students with disabilities; monitors attendance; provides family court referrals and intervention recommendations.

Assists with the preparation of the school budget.

Counsels students, teachers, and parents on instructional, IEP, and IAP concerns and issues.

Prepares various records, reports, and forms such as local, state and federal reports, grants, school renewal report, incident reports, purchase orders, textbook recommendations.

Assists with reports on activities such as Palmetto's Finest, Wee Deliver, and National Excellence in Education Blue Ribbon Award, etc.

Participates in professional meetings and educational conferences.

Operates computer, copier, calculator, audiovisual equipment, two-way radios, etc.

Interacts with students, parents, teachers, district staff, coworkers, community agencies, and other schools.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree preferred or related area of discipline with at least three years of teaching experience in the grade span of the school of employment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be in the process of completing administration certification and possess a valid South Carolina driver's license. Qualifies for S.C. Certification in School Administration or currently enrolled in an accredited program.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge:

Knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position. Knowledge of local, state, and federal mandates which govern Special Services and 504. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials, and supplies used in daily activities. Knowledge of effective interpersonal skills to deal with a variety of people. Knowledge of all areas of the Special Services school program (s). Knowledge of school testing programs in regard to special services' programs. Knowledge of problem solving techniques. Knowledge of special education programs and student needs. Knowledge of a wide variety of instructional methods and materials. Knowledge of Technology. Knowledge of diagnostic procedures for students who appear to have special needs. Knowledge of counseling techniques.

Skills/Effort:

Ability to work and communicate effectively with individuals and groups from a wide variety of educational and cultural backgrounds. Strong organizational skills. Ability to operate general offices equipment in the performance of daily activities. Ability to plan, organize and prioritize daily activities. Ability to provide training, instruction and guidance to teachers, therapists, staff, and students. Ability to respond to any situation related to the responsibilities of the job on a twenty-four hour a day/seven days a week basis. Ability to counsel students in adjustment, disciplinary, and academic problems. Ability to select and evaluate instructional methods and materials.

Working Conditions

Conducts duties primarily indoors with little to no significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require tight deadlines and working with students. Physical demands are restricted to work requiring occasional lifting/moving of items weighting up to fifty pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of general office equipment.

Responsibility

Assists in the preparation of the local special services instructional budget.
Assists in supervision of special services teachers, staff, and students

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

SIGNATURES:

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____