

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>ADMINISTRATIVE ASSISTANT - EXCEPTIONAL STUDENT EDUCATION</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Minimum of five (5) years administrative office experience
- Pass typing test of 60 words per minute and demonstrate excellence in typing
- Ability to take and transcribe dictation
- Proficient use of grammar, spelling, and punctuation and skilled in composing and typing letters, memorandums, reports, et al, with the ability to communicate and convey ideas effectively and in a professional manner
- Strong written and verbal communication skills to effectively communicate to document and articulate all concerns accurately and clearly, as intended
- Demonstrated initiative and ability to exercise independent judgment and work without direct supervision and with a high sense of urgency and follow-up
- Ability to manage multiple duties concurrently and accurately complete assigned duties within a specified timeline and meeting deadlines as directed
- Knowledge of Exceptional Student Education programs for students with disabilities and understanding of the procedures for Individual Education Plans (IEPs), Educational Plans (EPs), and 504 Plans
- Knowledge of the Individuals with Disabilities Education Act (IDEA) Grant
- Knowledge of the district school site protocol, district financial procedures, and use of current district software programs
- Advanced computer and software knowledge and skills

**Performance Responsibilities:**

- Greet students, parents, and staff
- Maintain and support strict confidentiality of student and staff records and data
- Maintain effective filing system computerized and/or hard copy
- Maintain and organize Florida Department of Education (FLDOE) reports, records, and documentation
- Maintain Restraint and Seclusion authorized users district wide with the Florida Department of Education and comply with existing Hernando County Special Program and Procedures (SP&P) documentation
- Assist the Director of Exceptional Student Education in preparing and/or processing Hernando County School District's various reports and documentation to the Florida Department of Education including but not limited to: Report of Residential Placement, IDEA Grant, Indicators 1 through 20, Complaints, Due Process, and parent requests
- Process and maintain the annual Individuals with Disabilities Education Act (IDEA) Grants
- Assist with scheduling the School Board Attorney to represent the district at staffings when required

- Facilitate filing of complaints with the Office for Civil Rights if a complaint is reported
- Maintain Community Based Work Experience (CBWE) files and the Certificates of Liabilities
- Initiate and maintain annual agreements and agreements with vendors providing contracted services to students with disabilities as designated on their Individual Education Plans (IEPs)
- Manage registration for administrative staff attending trainings/workshops and/or meetings and arrange the hotel accommodations and process necessary paperwork for reimbursement from the district or other funding sources
- Research and investigate to assist in compiling data in preparing reports and supporting records
- Meet and deal with the public in an effective and courteous manner
- Develop effective working relationships with officials, department heads and employees
- Organize the Director's calendar and schedule appointments
- Schedule meetings and secure locations as needed
- Maintain confidential Personnel files and maintain current staff certification
- Prepare and process School Board Agenda items as required
- Assist in the daily functions of the department when Director or designee is not available
- Answer phones and direct calls as needed
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Exceptional Student Education and/or designee

**Evaluation:**

Annual evaluation done by the Director of Exceptional Student Education and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Confidential Level L

**Job Code:**

61091

Board Approved: 07/06/99

Revised: 12/13/05, 01/20/09, 05/17/11, 06/10/14, 06/25/19