

Policy Number: JD006	Title: Early Childhood Special Education ECO Administrative Assistant
Performance Standard:	Original Date: 8/2017
USD 418 BOE Policy:	Policy Council Approval/Revision: 9/2017, 2/20 BOE Approval: 2/20

QUALIFICATIONS:

1. Education in secretarial field beyond high school and/or strong high school secretarial course background.
2. A minimum of one-year experience in a position of responsibility.
3. Have knowledge of an ability to use modern office procedures, word processing, data entry, and computer programs.
4. Complete criminal history record information from the Kansas Bureau of Investigation.
5. Pre-employment physical and TB Skin Test

REPORTS TO: Early Childhood Director and Assistant Directors/Spec. Ed Director

JOB GOALS: To maintain the Early Childhood Mental Health and Special Education program by providing support where needed. Ensure office responsibilities are met for Early Childhood Programs.

ESSENTIAL FUNCTIONS:

1. Provide support services to Special Education staff,ECO Director, and Assistant Directors, and perform additional duties assigned by them..
2. Provide secretarial services to the Early Childhood Office.Monitors the availability of ECO forms and Special Education forms and paperwork.
3. Use Ages and Stages Questionnaire (ASQ) and Individual Education Program data to enter child data and Mental Health Observations into Child Plus
4. Attend Special Education teacher meetings and other meetings upon request.
5. check into this
6. Assist with the coordination and organization of the county wide 0-5 screening.
7. Provide advertisements, schedule appointments and keep a database of information regarding the screenings.
8. Requests KIDS number for newly identified students.
9. Assist with communication to the Central Office and State regarding KIDS.

10. Enter COS Forms into KIDS database, update information as needed, Monitor forms are being completed on time and notify staff if needing form to be turned in.
11. Create T 3 Calendar and send it to Central Office.
12. Support transportation services for early childhood, special education students and Toddlers Turning 3
13. Roll-over students in PowerSchool at the end of the year for T-3
14. Input T3 students into PowerSchool.
15. Generate various ChildPlus reports as needed.
16. Understands and maintains confidentiality.
17. Assists in monitoring compliance with state and Head Start and federal special education regulations.
18. Assist Director in preparing for Policy Council
19. Update and track ECO inventory and monitor classroom inventories. Maintain records of equipment with the value of \$5,000 or more.
20. Assist with Teaching Strategies Gold data management for all sites.
21. Collect and enter ASQ-3 and ASQ-SE 2 information into ChildPlus twice a year. Assist in monitoring that they are completed within the 45 day requirement. Enter data into ChildPlus.
22. Create staffing forms that include each student enrolled in our program and update as needed throughout the year.
23. Assist in entering CLASS scores in Child Plus and run reports as needed.
24. Assist in receiving and accurately relaying incoming calls, messages, and visitors.

TERMS OF EMPLOYMENT: Contract for 7 hours per day, five days per week and 203 days per year. Benefits as provided McPherson USD 418 board and policies. Hourly rate based on the classified salary scale.

EVALUATION: Performance of job will be evaluated in accordance with board policy.