P.G. Chambers School
Discovering the unique potential within every child

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Job Description

Position Title:	Temporary School Administrative Assistant

Primary Responsibility: Under supervision provides support services to school program professional personnel.
Hours: Monday to Friday from 8:00 am to 4:00 pm
Leave Period: 3 weeks up to 3 months
Pay Rate: **$25.00/Hour**
This position is not eligible for benefits as it is a temporary role.

Scope of Responsibilities:

- Organizes mandated school client records according to NJAC 6A:14.
- Assists in preparation of all required state special education reports including but not limited to transportation and NOPs; Generates school reports as needed.
- Responsible for SEMI coordination and communication with districts.
- Responsible for school attendance records and reporting. Issues 5-day absence letters to districts.
- Organizes/manages completion of progress reports and submits to districts.
- Maintains student data in student database.
- Maintains schedule for IEP meetings and other CST visits and maintains master schedule/calendar.
- Participates in reception desk coverage.
- Assists with school administrators' mail, correspondence and filing.
- Assists with maintenance of school program staff professional development records.
- Updates school program calendars, rosters, enrollment reports and other school information.
- Schedules, prepares for, and participates as notetaker in meetings (e.g. H.S.A.)
- Schedules, prepares for, and staffs events (e.g. Festivals, graduations.)
- Performs other duties as assigned.

Qualifications:

- **Training and Experience:** Graduation from high school (or GED equivalent) supplemented by one year of office experience
- **Computer literacy** including Microsoft 365 applications. Experience with Paradigm or comparable student database. Experience with Canva and Google preferred.
- **Knowledge, Abilities and Skill:** Strong organizational skills. Clerical office methods, practices and procedures. Some knowledge of application of special education guidelines and requirements. Ability to communicate effectively with school districts, staff, parents, and students. Good judgment, social skills.
- **Physical Requirements:** Ability to lift 20 lbs.
- **Bilingual Spanish preferred but not required.**