

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION
JOB DESCRIPTION**

TITLE: CHILD STUDY TEAM ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

Minimum of High School Diploma or Graduate Equivalency Diploma.

General knowledge of all clerical skills to include accounting and computational ability, filing, organizational and human relations skills, typing, key boarding, word processing, and computer skills.

Ability to assist the CST Supervisor in general office management.

Respect and adherence to confidentiality.

Required criminal history background check

New Jersey residency required

REPORTS TO: Director of Special Services

PERFORMANCE RESPONSIBILITIES:

1. Assist CST Supervisor in his/her duties.
2. Maintain and update Tracker database for special services department.
3. Update and maintain all CST forms/documents.
4. Monitor/Review case managers' paperwork for errors/corrections and completion.
5. Enter all special education students' information into Tracker and Admin+ database for entire district.
6. Run the end-of-year process to update students for the new school year in Tracker.
7. Develop case management excel spreadsheet on all special education students and maintain up-to-date information.
8. Develop and maintain excel spreadsheet on special education new referrals.

9. Develop and maintain excel spreadsheet on re-evals for special ed students for the year.
10. Assist and train case managers in the use of the Tracker database.
11. Remind case managers of their compliance/due dates and assist director to stay within state compliance.
12. Maintain monthly CST parental meetings schedule.
13. Entering information into databases for State NJ Smart report.
14. Run end-of-year report from Tracker database for the CST Supervisor/Coordinator to generate their special education end-of-year slate report.
15. Assist parents with their special education questions and concerns.
16. Maintain a related services spreadsheet for each school in the district.
17. Provide teachers in the district with TEP's and modifications on special education students.
18. In charge of and custodian of all special education student files.
19. Maintain CST employee absentee/personal day records.
20. Maintain CST office petty cash and checking account.
21. Order CST office supplies.

TERMS OF EMPLOYMENT: Twelve month position. Salary and work year to be determined by the Board

EVALUATION : Performance of this job will be evaluated in accordance with state law and the Provisions of Board policy and completed by the Director of Special Services.

Revised: Dec. 17,2019

Employee Signature