

Administrative Assistant / Special Education

The Cape Cod Collaborative is seeking an Administrative Assistant for the Waypoint Program. This position is responsible for clerical support to school Program Director and Director of Special Education, to act as receptionist when necessary, and to perform various and changing tasks to ensure school operations run smoothly. This position requires excellent organizational and communication skills, and consistent demonstration of effective interpersonal relationship skills to enable professional interactions with students, parents, and staff.

Position:

This is a year-round, full-time position with a 37.5 hour work week. Benefits include health, dental, group life, and paid vacation. Salary is commensurate upon experience.

Responsibilities:

- Interacts with Program Director, Director of Special Education, school staff, vendors and general public;
- Maintains confidentiality at all times.
- Maintains office and student files in a standard and appropriate manner;
- Creates and copies a variety of material such as letters, reports, calendars, etc.
- Manages email correspondence with promptness and professionalism.
- Schedules IEP Meetings.
- Oversees daily attendance procedures for students and school staff.
- Inputs data into school SIS system.
- Manages testing materials.
- Assures compliance with accepted administrative procedures & policies, including personnel and financial management requirements,
- Greets visitors courteously, determine visitor needs and assist per school protocols.
- Orders and maintains office and school supplies.
- Promotes a positive work environment and maintains professional demeanor in all interactions.
- Performs other related duties or assignments as directed by supervisor.

Qualifications:

- Relevant experience, training, or certification in office administration is required.
- General knowledge of standard office procedures, including a variety of clerical and secretarial duties.
- Proofreading skills for correcting grammar, punctuation, and spelling errors, review for proper format, accuracy and completeness.
- Proficiency in Microsoft Office, Google Docs & Sheets, and ability to use and stay current with a variety of computer applications required.
- Ability to prioritize tasks and work assignments is essential, particularly in this fast-paced environment with frequent interruptions.