District Office
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JOB POSTING FOR 2026-2027 SCHOOL YEAR

TITLE: Special Education Executive Assistant	**FLSA:** Non-exempt
REPORTS TO: Director of Special Education	**POSTED:** November 5, 2026
SALARY: Starting salary: $23.33/hr. *Non-Union Support Staff Classification*	**HOURS:** 8 hours per day, 5 days per week
LOCATION: District Office	**NUMBER OF DAYS:** School Year Position

POSITION SUMMARY

Acts as a liaison to staff, administrators, Director of Special Education, and the public in order to represent the Director of Special Education using sound judgment, maintaining strict confidentiality and in compliance with established policies, procedures and practices. Provides administrative and secretarial support for the Director of Special Education including special projects as directed. Provides excellent customer service to all individuals and organizations in the performance of job duties.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Coordinates and monitors special education records
- Accurately maintain database systems
- Monitors billing and reporting of Medicaid
- Supports pupil accounting data management with regard to special education
- Acts as a liaison for the Director of Special Education to internal and external constituencies while ensuring that strict confidentiality is maintained in the interpretation and dissemination of information.
- Gathers, screens, and relays sensitive information received from school administrators, staff members, and visitors.
- Prioritizes and responds to inquiries for the Director of Special Education.
- Reviews and directs the Director of Special Education's mail including acknowledging correspondence, drafting responses, and overseeing logs to track delegated matters.
- Reads and summarizes materials in order to keep the Director of Special Education informed of pertinent events and information.
- Maintains the Director of Special Education's calendar and ensures time is effectively

scheduled and that all requests are equitably balanced.
- Attends meetings for the Director of Special Education as assigned in order to acquire and disseminate information.
- Assist with travel arrangements for the Director of Special Education as needed, including making hotel reservations and turning in conference registration forms.
- Acts as coordinator of Freedom of Information Act (FOIA) requests for the School District following District FOIA policies and procedures, in coordination with the Director of Finance.
- Interacts with the public who visit the District Office.
- Performs other duties as directed.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- High school diploma
- Associate degree - *preferred*

EXPERIENCE:

- Three years or more advanced secretarial experience with extensive contact with people required.
- Prior work experience in public school district office - *preferred*
- Prior experience with Illuminate Ed. and Infinite Campus - *preferred*

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficiency with Google applications, and Microsoft Office.
- Interpersonal and communication skills necessary to provide courteous and accurate information to all levels of staff, students, parents, community and state agencies. The employee is required to handle problem situations in a tactful, courteous and respectful manner.
- Written and computer skills necessary for the creation and compilation of various documents, communications and reports. The employee is required to effectively utilize a variety of software applications which may include but is not limited to word processing, spreadsheet, presentation, website, and database software applications.
- Analytical ability to evaluate information and situations to determine the appropriate course of action without supervisor approval.
- Self-motivated and willing to learn.
- Ability to utilize discretion and sound judgment in handling confidential information and documents.
- Ability to prioritize multiple tasks, meet tight deadlines, and remain organized when frequently interrupted.

- Ability to read, analyze and interpret general business documents or governmental regulations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively with both technical and non-technical personnel, at multiple levels within the organization.
- Ability to function with a keen attention to detail.
- Ability to establish positive working relationships, demonstrate ability to work with co-workers as an effective team, demonstrate customer service skills, and function in a professional manner.
- Knowledge of state and federal reporting.
- Completion of a skills test may be required

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to sit for long periods of time; use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:
The work is in an office setting. The noise level in the work environment is generally moderate. The employee will be required to use his/her own transportation to travel to other school buildings and locations.

If interested in this position, please apply through Fast Track.
A completed online application is required for all applicants.
This position will be posted until November 20, 2026, or until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.

Together, we succeed.