



Flour Bluff Independent School District Job Description

JOB TITLE: Administrative Assistant to Special Education

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Director of Special Education

DATE REVISED: 03/2026

PRIMARY PURPOSE:

- The Special Education Administrative Assistant provides comprehensive administrative, clerical, and data management support to the Office of Special Education. This position ensures efficient daily operations and strict compliance with federal, state, and district requirements. Responsibilities include managing high-volume referrals, maintaining confidential records, supporting Child Find efforts, processing requisitions, managing Eduphoria workflow, performing registrar duties within Skyward and TREx, coordinating staff support functions, and assisting with contract and hiring processes. The role requires accuracy, professionalism, strong organizational skills, and the ability to maintain sensitive information in a fast-paced environment and other secretarial duties as needed.

QUALIFICATIONS: EDUCATION & EXPERIENCE:

- High School Diploma or G.E.D.
- Certification as per TEA rules and regulations
- Prior secretarial or office experience, preferably in a school or special education setting
- Experience working with confidential information and student records

KNOWLEDGE & SKILLS:

- Strong communication, interpersonal, and customer service skills.

- Exceptional organization, accuracy, and time-management abilities.
- Proficiency in Microsoft Office, Google Workspace, and Adobe applications.
- Experience with Skyward, ESPED, TREx, and Eduphoria.
- Familiarity with district procurement, contract routing, and records retention procedures (preferred).
- Ability to multitask in a fast-paced, deadline-driven environment.
- Knowledge of special education terminology, timelines, and procedural requirements (preferred).
- Must be a commissioned Notary Public or willing to obtain certification.
- Ability to use the District FMX Calendar for facility and maintenance requests.
- Ability to monitor and share Centegix security updates with staff.

MAJOR RESPONSIBILITIES AND DUTIES:

Communication & Customer Service

1. Answer and direct incoming calls for the Office of Special Education, greet visitors and respond to email inquiries promptly and professionally.
2. Serve as a welcoming and knowledgeable point of contact for parents, staff, students, and outside agencies.
3. Facilitate communication among campuses, evaluators, therapists, district departments, and parents.
4. Uphold confidentiality and professionalism in all interactions.
5. Maintain positive and effective working communication with co-workers and other staff members to support smooth departmental operations.
6. Help maintain cohesiveness among employees by promoting teamwork and positive working relationships.
7. Maintain a positive and professional attitude in difficult or high-pressure situations, demonstrate emotional control and support a collaborative work environment.
8. Demonstrate an awareness of policies and procedures pertaining to individuals with disabilities and ensure communication aligns with district, state, and federal guidelines.

Administrative & Clerical Support

1. Prepare, proofread, and distribute special education paperwork, including ARD/IEP documents, evaluation reports, notices, and correspondence.
2. Maintain organized and compliant physical and digital filing systems in accordance with FERPA.
3. Manage daily office operations, including supplies, materials, and equipment maintenance.
4. Provide general administrative support to special education staff, administrators, and service providers.
5. Process timesheet corrections and leave forms for staff, ensuring accuracy, proper documentation, and timely submission.
6. Assume office manager responsibilities for clerical staff, including guiding workflow, delegating tasks, and supporting efficient office operations.

7. Perform duties in a timely, organized, and efficient manner.
8. Appropriate grooming and attire.
9. Comply with all policies and procedures as outlined in the employee handbook and addendum.
10. Maintain regular and reliable attendance.
11. Adhere to proper channels when communicating, ideas, concerns, or problems.
12. Perform other duties as assigned by the Director of Special Education.
13. Maintain a distribution log of new materials, supplies, and equipment.
14. Maintain inventory of a variety of assessment components.
15. Maintain computer files of forms used in Special Education programs.
16. Type correspondence, listings, memos, notices, and reports for the Special Education Director.
17. Receive, log, and mark all instructional equipment and supplies with purchase order numbers before distributing to campus.
18. Answer and direct incoming calls for the Office of Special Education.

Referral Processing & Documentation:

19. Maintain and update the District Initial Referral List for all campuses.
20. Track and organize all referrals processed throughout the school year, ensuring compliance with state and federal timelines.
21. Enter, update, and maintain referral information within ESPED or equivalent systems.
22. Coordinate with teachers, diagnosticians, school psychologists, related service providers, and campus specialists.
23. Assist with Child Find processes for students ages 3-21, including data tracking, documentation, and communication.
24. Support district outreach efforts, screenings, and compliance reporting.
25. Maintain accurate records related to Child Find activities in accordance with IDEA and state guidelines.

Scheduling and Coordination:

26. Coordinate logistics such as interpreters, meeting accommodations, and service provider attendance.
27. Maintain shared department calendars and timelines to ensure compliance with evaluation and reevaluation deadlines.
28. Coordinate with transportation services to ensure accurate scheduling, headcounts, and accommodations.
29. Distribute required notices and meeting documentation in accordance with district procedures.
30. Use the TOMS app to request buses and transportation for students and staff, including field trips, competitions, off-campus learning, and professional development.
31. Assist with ESY by preparing purchase orders, moving materials from one campus to another, electronic gear, printing for teachers and paperwork.

Record Management and Data Entry:

32. Maintain accurate student special education records, including evaluations, ARDs, eligibility determinations, and service documentation.
33. Ensure timely updates to student information in district systems and special education databases.
34. Generate and distribute reports related to referrals, compliance metrics, and departmental needs.

35. Assist with archiving and end-of-year record organization.
36. Maintain updated Procedural Safeguards and ARD Guides for the district, ensuring current versions are accessible and distributed in accordance with TEA and IDEA requirements.

Requisition Processing:

37. Manage requisitions for special education materials, supplies, assistive technology, and department needs districtwide.
38. Track order status and maintain inventory of essential items.
39. Collaborate with the purchasing department and vendors to resolve issues or discrepancies.
40. Ensure district purchasing procedures are followed.
41. Maintain office supplies for the special education office.

Registrar Duties:

42. Enter student information into Skyward with precision and appropriate program coding.
43. Process student withdrawals, transfers, and demographic updates.
44. Verify enrollment documentation and ensure accurate alignment with special.
45. Utilize TReX to request, upload, and send student records, including throughout summer months.
46. Assist campuses and special education evaluators with record access and transfer coordination.

Contract Administration & Agreements:

47. Create, prepare, and route contracts and agreements (e.g., related services providers, consultants, interlocal/cooperative agreements).
48. Coordinate contract reviews with Purchasing, Finance, and Legal; track approvals and signatures.
49. Maintain a centralized log of contract status, effective dates, renewals, and expirations.
50. Verify required documentation (W-9, COI, vendor setup, background checks) is obtained and attached.
51. Monitor contract deliverables and invoice alignment with terms.
52. Assist with applicant processing through TalentEd, including updating candidate statuses and preparing applicant files.
53. Schedule interviews and communicate logistics to candidates and staff.
54. Prepare contracts for outside services employees.

Support for Staff:

55. Assist teachers, diagnosticians, and related service personnel with clerical tasks, documentation, and materials preparation.
56. Make reservations for hotels, conferences, and car rentals for staff attending training or professional development.
57. Provide support during department events, training, and parent meetings.
58. Coordinate staff training registrations, professional development documentation, and travel arrangements.
59. Assist with compiling information for audits, state reporting, and compliance reviews.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying up to 30 pounds.

Environment:

District administrative office or campus-based special education setting.

May work prolonged or irregular hours.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

Must maintain attention to detail in fast-paced environment.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.