

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO  
JOB DESCRIPTION – ADDENDUM

**Title:** **ADMINISTRATIVE ASSISTANT – DIRECTOR AND COORDINATORS OF SPECIAL EDUCATION PROGRAMS** **File 302b**

**Reports to:** Director of Student Services

**Job/Department Specific Duties:** The following duties assigned to this position are non-binding. Assignments may change without notice to address emerging and/or unexpected operational needs.

- Maintains department database of all service center special education staff.
- Schedules appointments and meetings for the director of special education.
- Receives and responds to telephone inquiries regarding service center special education services.
- Maintains budget data for all special education programs and grants. Orders program, teaching, and classroom materials. Pays invoices.
- Prepares, maintains, and distributes all annual review schedules.
- Assists coordinators with special education programs (e.g., summer preschool, summer STACK, peer model, etc.).