

NEW YORK SCHOOL FOR THE DEAF

555 KNOLLWOOD ROAD
WHITE PLAINS, NEW YORK 10603

(914) 949-7310 (V) (914) 259-8011 (VP) (914) 949-2331 (FAX)

POSITION DESCRIPTION

TITLE: Administrative Assistant

REPORTS TO: Director of PPS

The Administrative Assistant will play a crucial role in managing and overseeing the school's Student Data Management System (PowerSchool) and related services. This position requires a detail-oriented individual with excellent organizational and communication skills. The assistant will work closely with various departments, ensuring accurate data entry, reporting, and compliance with relevant regulations.

MAJOR RESPONSIBILITIES:

Student Data Management:

- Manage Powerschool, including updating and inputting student information, IEP details, and enrollment data.
- Prepare reports for school administration, Board of Trustees, and NYS Department of Education.
- Collaborate with elementary and secondary administrative assistants for accurate student schedules and attendance reports.
- Respond to requests for information for both current and former students
- Utilize and maintain IEP Direct

Medicaid & RS Management:

- Verify and monitor provider licensing, certification, and submissions for district billing.
- Conduct monthly exports for NYC-related services in the Easy Track System.
- Collect, verify, and complete RS-logs from all Related Services providers.
- Manage prescriptions and referrals for all Related Services.

Administrative Assistant Duties:

- Act as a liaison between the OT/PT/Vision contractual agency and respective providers.
- Maintain supervisor's calendar and assist in scheduling meetings as needed.
- Handle paperwork for the department, including interpreter requests, POs, and supply orders.
- Maintain legislator information and create reports as requested.
- Purge student files when students exit
- Check daily for attendance completion, and follow up as needed.
- Perform general administrative tasks and other duties as assigned

QUALIFICATIONS:

- Office management experience in an educational environment is preferred.
- Bachelor's degree in a relevant field.
- Previous experience in student data management including Frontline IEP Direct and PowerSchool preferred.
- Excellent organizational, communication, and problem-solving skills.
- Knowledge of NYS Department of Education reporting requirements.
- Ability to communicate effectively through American Sign Language or willingness to learn

SALARY: \$40,000 - \$47,500

TO APPLY: Email cover letter and resume to employment@nysd.net or apply online at www.olasjobs.org

New York School for the Deaf is an Equal Opportunity Employer