



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

THE GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105
(207) 781-6215
www.mecdhh.org

Statewide Education and Family Services Administrative Assistant

Department: Administration

Reports To: Director of Deaf Education Programming

Primary Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides comprehensive and varied administrative and clerical support to the Director of Deaf Education Programming, South Pre-K to Grade 5 Coordinator, South MS/HS Coordinator, and North Pre-K to HS Coordinator
- Communicates orally and in writing with MECDDH/GBSD staff, parents, related service providers, community members, external organizations, school districts, Child Development Services (CDS), and Maine Dept. of Education personnel in an effective and professional manner
- Coordinates student transportation with transportation providers and parents
- Maintains organizational databases and provides technical support to staff as needed (Infinite Campus, First Class)
- Completes required state and federal reports accurately and in a timely manner
- Enters purchase requisitions and maintains budget line items for the department
- Maintains and coordinates time sensitive, state mandated meeting schedules and associated documentation
- Assists Director with schedule/calendar
- Maintains preschool, academic and special education files, documentation and correspondence
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
- Maintains supplies inventory by checking stock to determine inventory level; anticipates needed supplies; places and expedites orders for supplies; verifies receipt of supplies
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing professional networks; participating in professional societies
- Schedules, organizes, and prepares documentation/presentations for complex activities such as meetings, travel, conferences and department activities for the Director
- Acts as a liaison with other departments and outside agencies by handling confidential and non-routine information and explaining policies/procedures when necessary

- Works independently and within a team on special non-recurring and ongoing projects
- Acts as project manager for special projects, at the request of the Director, which may include: planning and coordinating multiple presentations, disseminating information, coordinating bulk mailings, and creating brochures
- Types and designs general correspondence, handbooks, memos, charts, tables, graphs, business plans, etc.
- Proofreads copy for spelling, grammar and layout; is responsible for accuracy and clarity of final copy
- Answers phones for the Director and the department, takes messages or fields/answers all routine and non-routine questions, and works in cooperation with other administrative assistants to cover phones
- Abides by all the policies and procedures of MECDHH/GBSD and Federal/State regulations

Required Skills

- Minimum of three years' experience as an Administrative Assistant/Office Manager, preferably within an educational or early intervention setting
- Proficiency and accuracy in word processing & spreadsheets such as Word/Pages, Excel/Numbers, PowerPoint, Web-Based and electronic communication software programs, directory maintenance
- Exceptional and effective oral, written and interpersonal communication skills
- Exceptional phone skills
- Ability to exercise independent judgment, flexibility and prioritize tasks, work independently and maintain high levels of confidentiality
- Working knowledge of office procedures/management and policies, filing (electronic and manual) and operation of various office technologies
- Demonstrate a high level of discretion and judgment in dispensing information
- Willingness to learn American Sign Language
- Current CHRC (fingerprint) certificate required

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

If interested in applying for this position, please click the APPLY link next to the Administrative Assistant listing on our Career Opportunities website page to fill out an application.

<https://www.mecdhh.org/professionals/career-opportunities>

PLEASE NOTE: Employment CANNOT be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.