



## THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

STATEWIDE EDUCATIONAL SERVICES

One Mackworth Island, Falmouth, ME 04105  
(207) 781-6215  
[www.mecdhh.org](http://www.mecdhh.org)

### SEFS Site-Based Administrative Assistant

**Department:** Statewide Education and Family Services (SEFS)

**Reports To:** Director of Statewide Education and Family Services

#### Primary Responsibilities

- Provide comprehensive and varied administrative and clerical support to the Director of Statewide Education and Family Services
- Coordinate Director's calendar
- Under the Director, provide comprehensive and varied administrative and clerical support to the Preschool, Elementary, and Secondary Coordinators
- Facilitate the MaineCare process in collaboration with the Coordinator of Related Services
- Maintain organizational databases and provide technical support to staff as needed (e.g., Infinite Campus, Google, MaineCare)
- Coordinate student transportation with transportation providers and parents
- Coordinate with school districts to schedule IEP meetings and evaluations
- Maintain IEP files and documentation for site-based students
- Enter purchase requisitions and maintain budget line items for the department
- Communicate orally and in writing with MECDHH/GBSD staff, parents, related service providers, community members, external organizations, school districts, Child Development Services, and Maine Dept. of Education personnel in an effective and professional manner
- Schedule, organize, and prepare documentation/presentations for complex activities such as meetings, travel, conferences, and department activities for the Coordinators
- Act as a liaison with other departments and outside agencies, handle confidential and non-routine information, and explain policies/procedures when necessary
- Work independently and within a team on special non-recurring and ongoing projects
- Act 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
- Maintain and coordinate time sensitive, state mandated meeting schedules and associated documentation
- Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
- Provide site-based student information to Portland Public Schools biannually
- Maintain supplies inventory by checking stock to determine inventory level, anticipating



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needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies

- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Design newsletters and email to a variety of stakeholders as directed by Directors/Coordinators
- Type and design general correspondence, handbooks, memos, charts, tables, graphs ,etc.; proofread copy for spelling, grammar, and layout making appropriate changes; ensure accuracy and clarity of final copy
- Work in cooperation with other Administrative Assistants to cover the front office and phone lines
- Abide by all the policies and procedures of MECDHH/GBSD and Federal/State regulations
- Perform other related duties as assigned

### Minimum Skills and Qualifications

- Minimum of three years' experience as an Administrative Assistant/Office Manager, preferably within an educational or early intervention setting
- Current Criminal History Records Check (CHRC) Certificate
- Proficiency in using applications such as word processor, spreadsheet, database, presentation, electronic communication, newsletter, cloud-based storage, etc.
- 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
- Proven skills in the areas of organization, facilitation, program management, data management, and written English communication
- Experience using social media and digital technology
- Excellent interpersonal and communication skills
- Ability to deal effectively with a wide range of people in a helpful, positive, and constructive way
- Ability to work independently and work collaboratively as a member of a diverse community of professionals
- Ability to prioritize tasks and manage multiple tasks while observing deadlines and protocols



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- High level of professionalism, strong organizational, expressive communication, and writing skills
- Fluency in American Sign Language or willingness to learn
- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognize the value of diverse perspectives and experiences; and foster a work environment reflective of the community at large

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and teleconference equipment. 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, as well as use hands to manipulate, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, bend, 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.