



ITHACA CITY SCHOOL DISTRICT

400 Lake Street • Ithaca, New York • 14850

NOTICE OF ANTICIPATED VACANCY

We envision 6000+ Thinkers. Thinking is foundational to the development of self and society. It is the cornerstone of all creative ideas and problem solving, new scientific discoveries, new products and services, individual and organizational learning, education, business success, interpersonal and intrapersonal communications, all social change and even democracy itself. Our vision is what we see. It motivates us. Our vision is audacious.

Our Mission is to engage, educate, and empower. We will strive to engage all students in the importance and relevance of thinking; to educate every learner to communicate, comprehend, and collaborate for understanding; and to empower all in the ICSD to achieve academic excellence.

Position Title: 1.0 Administrative Assistant (Full-time: 38.5 hours per week)

Description:

- Perform clerical and record keeping functions that involve detail, professionalism and attention to accuracy.
- Support the Early Childhood Office with the CPSE Portal billing system.
- Communicate daily with the local County regarding billing, prescriptions, etc
- Schedule CPSE meetings.
- Communicate with and locate community providers for student services throughout the County.
- Support with completing IEPs and attend CPSE meetings as needed.
- Evaluation Coordinator
 - *Be compassionate, respectful, and clear with parents - establish rapport, describe the eval process and timeline in a parent-friendly manner, and maintain contact.
 - *Coordinate with the in-house evaluation team and help prepare for weekly meetings.
 - *Schedule evaluations.
- Manage and Navigate the Frontline IEP Direct system (along with SchoolTool for registration).
- Follow up weekly with medical offices for prescriptions and upload them to IEP Direct.
- Help support with Head Start documentation and events.
- Assist to support UPK sites (ie: arranging professional development & other events).
- Support the Pre-K office with collecting applications for the program and communicating with families.
- Communicate/interact daily with teachers, staff, service providers regarding questions about services, IEP Direct, Summer School, classroom supplies, transportation and program events/activities.
- Be inclusive and demonstrate professionalism when welcoming and greeting all staff, visitors and families.
- Help to support the program's Summer School program...finding service providers, creating Summer class/service lists, attend Summer meetings, help with Summer clerical as needed.

10/28/22

- Answer department phone(s)/emails and route calls/messages to the appropriate person(s) (ie: respond to a variety of program-specific inquiries from a variety of internal and external parties for the purpose of providing information and facilitating communication).
- Assist other clerical staff by providing them support in accomplishing their job duties in times of peak demand or to meet work priorities.
- Maintain a variety of manual and electronic documents, files and records (confidential and non-confidential).
- Attend training sessions, district in-services or staff meetings as needed.

Current Location: District-wide/Early Childhood Programs Office

Anticipated Dates: December 15, 2022

Posting Dates: October 28, 2022 - until filled

Required Qualifications:

- The Ithaca City School District is committed to eliminating race, class and disability as predictors of academic performance, co-curricular participation and discipline. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support these efforts.
- This is a high-level clerical position requiring a proven ability to understand and interpret complex written and verbal instructions; exhibit an exceptional level of professionalism; with meticulous attention to detail.
- Any combination of graduation from a college or university and two years of clerical, administrative, or office management experience; or, graduation from high school and four years of experience. **Must be eligible for appointment as an Administrative Assistant by Civil Service.**

Desired Characteristics:

- Proven ability to interact effectively with colleagues, and students and their caregivers, who represent cultures that are diverse in terms of race, class, ethnicity, sexual orientation, and other characteristics in order to build an effective and collaborative school and professional community

Salary Range: \$25.09 per hour (12-month): in accordance with EA Collective Bargaining Agreement 2022-2023 school year

Apply: <https://ithacacityschools.recruitfront.com>

Internal applicants send a letter of interest to: Office of Human Resources
Ithaca City School District
400 Lake Street
Ithaca, NY 14850
or email: mark.vrede@icsd.k12.ny.us

The Ithaca City School District does not unlawfully discriminate in employment on the basis of age, race, color, religion, creed, ethnicity, national origin, sexual orientation, gender identity and expression, military status, veteran status, sex, disability, predisposing genetic characteristics, marital status, familial status, domestic violence victim status, or other federal/state protected status.