



# ITHACA CITY SCHOOL DISTRICT

400 Lake Street • Ithaca, New York • 14850

## NOTICE OF 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:**

- IDEA grant management and inputting information into the SED template
- Complete all state verification reports
- Code timesheets
- Track staff FTE for special education department
- Compile special education summer school and summer transportation data
- Track special education tuition
- Manage discipline reports and special education student suspension data
- Complete contractual POs
- Purchasing in Wincap
- Process travel authorities
- Check personnel reports for discrepancies
- Input provider group PLC meetings on Frontline
- Manage documentation and SED website for Impartial Hearings
- Compile and send documentation for any requests for information
- Filing, managing office mail and answering incoming phone calls
- Organizing and managing the evaluation locker system
- Schedule APPR and formal observations for the Director
- Hiring recommendations and internal change forms
- Transferring records in and out of special education
- IEP Direct updates, listings, and reports
- Compiling IEPs for BOE report (and sending verification letters?)
- Meet with HR and Business office for staffing
- And other duties as assigned

**Current Location:** Special Education Department

**Anticipated Dates(s):** July 1, 2022

**Posting Dates:** June 13, 2022 - June 24, 2022

**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. Experience in public administration, internal/external communication, public relations, or executive secretarial/administrative assistant.

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

**Apply:** <https://www.applitrack.com/icsd/onlineapp/>

**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](mailto: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.*