



ADMINISTRATIVE COORDINATOR – EDUCATION DEPARTMENT

The Administrative Coordinator reports directly to the Education Administrator.

General Responsibilities:

- Schedule IEP meetings with Public School LEA and communicate with appropriate NECC staff
- Review IEP drafts and proposals, and audit quarterly reports of student progress
- Assist in the coordination and monitoring of the implementation of standard / alternate assessments for NECC students from states other than Massachusetts
- Assist in the coordination and monitoring of the implementation of alternate assessments for NECC students from Massachusetts.
- Correspond with school district personnel by phone and email
- Assist with the organization of academic resource materials
- Assist with annual department-sponsored events
- Maintain and update the department calendar
- Data summary for department-related tasks

Qualifications:

- Bachelor's degree
- 1-2 years administrative experience
- Proficient in Microsoft Outlook, Office & Excel
- Excellent interpersonal skills in person, electronically and by phone

To apply please submit your resume to jobs@necc.org