



JOB DESCRIPTION

Job Title	Special Education Secretary
Department	Student Services
Reports To	Director of Special Education
Classification	Classified
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Special Education Secretary serves as secretary to the Directors of Special Education. The Special Education Secretary performs responsible financial and office work in the Special Education Office involving a considerable degree of independent judgment and initiative.

Essential Job Functions

- Provides clerical assistance to the Directors of Special Education and other department staff as needed.
- Answers phones, greets visitors, answers questions, and provides scheduling support.
- Ensures in the supervisor's absence that requests for action and information are handled or referred in a timely manner.
- Maintains accurate files and records and processing incoming correspondence as instructed.
- Composes correspondence and contracts as directed; secures appropriate signatures, and tracks documents through the approval process.
- Assists in budget and grant development, including submission and modification of online federal grants and maintaining accurate records of expenditures and materials purchased.
- Provides account codes for timecards and absences approved by the Special Education Department (e.g., additional temporary staff, home instructors, job coaches, substitutes, etc.)
- Purchases supplies and equipment and maintains supply inventory.
- Maintains and orders protocols and assessment tools.
- Processes IEP reimbursement for payment.
- Maintains intranet and internet applications and coordinates all web-based networks within the Special Education Department
- Makes conference and travel arrangements for District and building special education staff.
- Makes arrangements for professional learning and development e.g., contracts, set-up, materials, technology, menu, etc.
- Assists with preparation of proposals, reports, presentation materials, forms, flyers, statistical summaries, and other documents and communications.

Ancillary Job Functions

- Performs other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered.

Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Additional coursework or advanced training in secretarial skills and/or Microsoft Office Suite.
- Recent successful experience as a secretary or other office professional position.
- Requires successful passing of District secretarial/clerical skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or post-secondary coursework in clerical/administrative functions.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate various office machines (computer, telephone, facsimile, copier, etc.).
- Proficiency in Microsoft Office programs and ability to perform data entry.
- Excellent interpersonal skills.
- Ability to function independently and make judgment calls.
- High level of organizational proficiency and ability to multitask successfully.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Ability to compose letters and memoranda.
- Maintains a high degree of confidentiality on sensitive issues.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May be required to lift up to 5 pounds.