

Secretary - SPED

School District Job Description

Position Title: Secretary - Special Services

Department: Instruction

Reports to: Director of Special Services

SUMMARY:

Assists the Director and Assistant Director of Special Services by performing secretarial duties. Functions as a liaison between parents and school staff. Maintains confidential special education records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Types correspondence such as letters, memos, reports, and forms etc. for the Special Education Department
- Answers routine telephone inquiries regarding department programs and procedures.
- Takes messages and routes other telephone calls.
- Maintains special office files.
- Processes and maintains student/staff files.
- Maintains and updates Inventory Records.
- Types Purchases Orders and Payment Orders for department.
- Maintains travel requests for the department.
- Sends memos out for weekly work for homebound students.
- Liaison for parents and school staff members.
- Operates office equipment such as copiers, computers, etc. (Assists special teachers in using the computerized IEP system.)
- Assists in maintaining records for Medicaid Reimbursement Program.
- Assists staff in educating ESL students, migrant, homeless and PAT families.

Acknowledged _____

Date _____

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

High School diploma or general education (GED) -Experience answering the phone, using the computer effectively, and exhibits good people skills.

CERTIFICATES, LICENSES, REGISTRATIONS

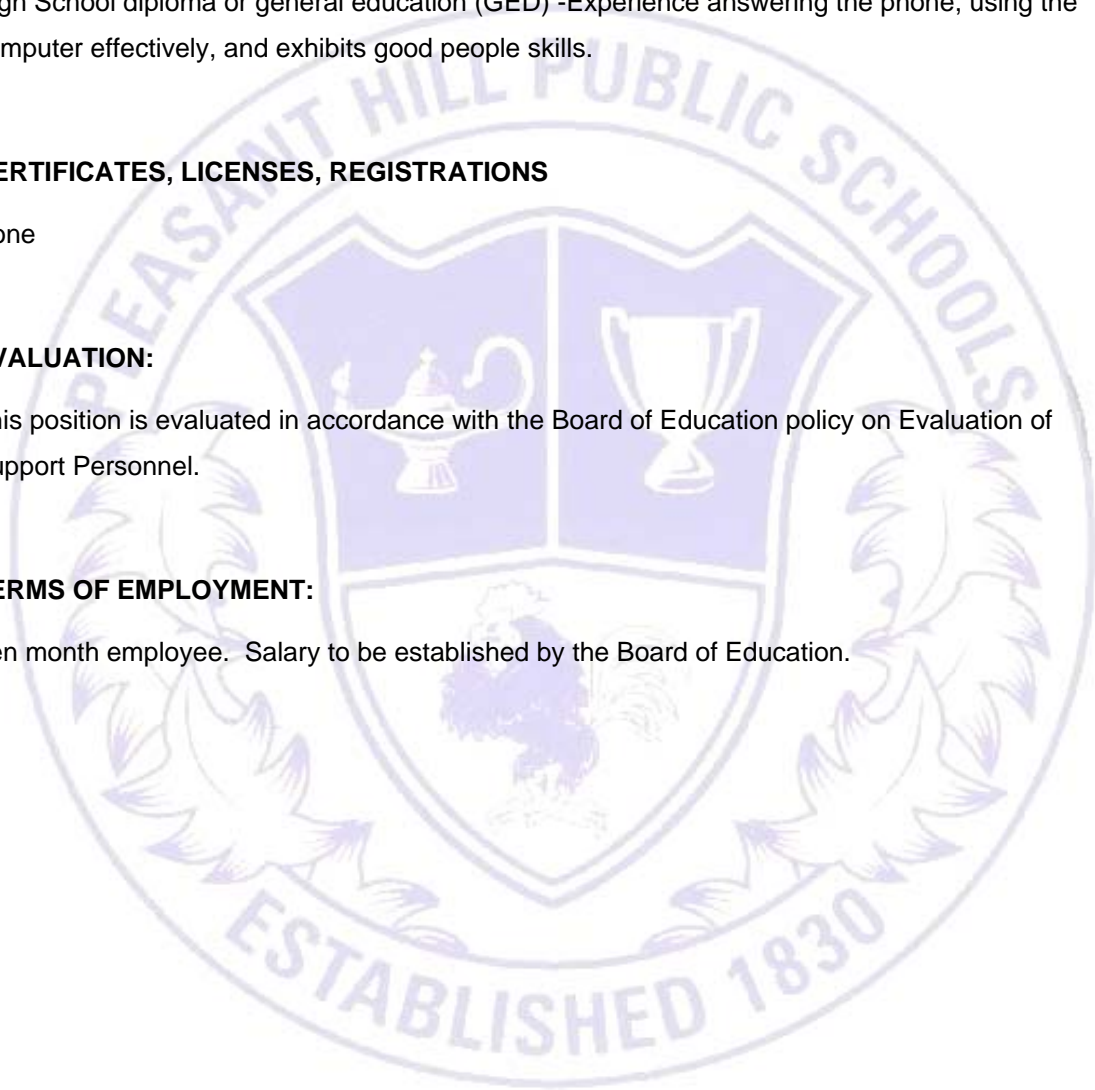
None

EVALUATION:

This position is evaluated in accordance with the Board of Education policy on Evaluation of Support Personnel.

TERMS OF EMPLOYMENT:

Ten month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date_____