

## **Job Description**

**Title:**           **Secretary to the Director of Special Education**

**Reports to:**    Director of Special Education

**General Summary:** Assist in the efficient and effective operation of the special education department by performing a wide variety of communication, clerical, record keeping, bookkeeping and general office duties with minimal direction and assistance.

### **Essential Functions:**

1.       Answer phones, greet visitors, take and distribute messages, respond to requests for information in accordance with district policy, and assist with written and electronic communications with parents, students, staff, and public using tact, courtesy and professionalism.. (10%)
2.       Maintains the Special Education Department budget and expenses, along with possible grant monies, processes and accounts for orders, and retains appropriate bookkeeping records according to District procedures. (15%)
3.       Processes and maintains bookkeeping records related to contracted services. (15%)
4.       Assists Special Education administrative team by creating and distributing extra-duty contracts, collecting timesheets and aiding with the completion of projects within set time lines and expectations. Coordinates arrangements for substitutes for special education activities. (10%)
5.       Maintains files and records including but not limited to special education forms, procedures and department reports. (10%)
6.       Coordinates arrangements for conferences and institutes, organizes travel arrangements, secures substitutes as needed, and accounts for required forms from participants for appropriate reimbursement according to District procedures. (5%)
7.       7.       Maintains calendar and schedules appointments for Director of Special Education and assists with the preparation of rooms and makes needed arrangements for meetings. (5%)
8.       Support special education director in the completion of job responsibilities by preparing and distributing routine paperwork and correspondence. (10%)
9.       Implement, as directed, processes and procedures that require a working knowledge of department procedures and policies, school district policies and regulations and/or state and federal laws and regulations. (10%)
10.      Utilize district procedures to record absences and other pertinent information regarding the work schedules of special education administrators and identified special education staff members. (5%)
11.      Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (5%)

**Qualifications:**

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure: N/A
  
2. Experience desired:
  - \*Previous secretarial experience required.
  - \*Training in a school environment is desirable.
  
3. Other requirements:
  - \*Excellent oral and written communication skills including correct spelling, grammar, and punctuation usage.
  - \*Excellent computer skills including experience working with MS Office tools, e-mail, electronic calendars and the Internet while having the desire and initiative to learn other programs. Ability to type at least 55 wpm.
  - \*Strong math skills to assist with accounting, budget and ordering processes, and utilization of spreadsheets.
  - \*Ability to establish and maintain cooperative working relationships with staff and others.
  - \*Ability to maintain confidentiality.

**Special Requirements:**

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing .....		x	
2.	Walking .....		x	
3.	Sitting .....			x
4.	Lifting 15-20 lb max. ....	.x		
5.	Carrying 50 feet .....	.x		
6.	Pushing / Pulling .....	.x		
7.	Climbing / Balancing.....	.x		
8.	Stooping / Kneeling / Crouching / Crawling.....	.x		
9.	Reaching / Handling.....		x	
10.	Speaking / Hearing .....			x
11.	Seeing / depth perception / color .....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: July 2001, February 2005, and January 2014

Millard Public Schools