

Job Description

Title: Special Education Secretary (.50 FTE)

Reports to: Director of Special Education

General Summary: Assists in the smooth and efficient operation of the special education office by performing a wide variety of clerical and record keeping duties with minimal direction and assistance..

Essential Functions:

1. Answer phone, 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 (20%)
2. Provide clerical support responsibilities for the Young Adult Program. (10%)
3. Coordinate transportation arrangements for students with disabilities. (40%)
4. Utilize authorized district and department procedures, i.e., forms and databases, to collect, process and retain student records and other required information. (15%)
5. Prepare, duplicate and distribute correspondence, including transportation information to parents, staff, and administration. (10%)
- 6.
- 7.
8. Participates in the 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
3. Experience desired:
 - *Previous clerical experience preferred.
 - *Experience in a school environment is desired.
4. 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, email, electronic calendars, and the Internet while having the desire and initiative to learn other programs. Ability to type at least 55 wpm.
 - *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 feetX		
6.	Pushing / PullingX		
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: _____