

Job Description

Title: Special Education Data and Records Secretary

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 data and records management 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 assists with written and electronic communicate with parents, students, staff, and public using tactl courtesy and professionalism. . (10%)
2. Utilize authorized district and department procedures, i.e., forms and databases, to collect, process and retain student data, records and other required information. (40%)
3. Request and send student records in accordance with district, state, and federal guidelines. (15%)
4. Maintain and as appropriate arrange for the destruction of student special education records in accordance with district, state, and federal guidelines. (25%)
5. Participates in meetings as requested, reacts to change productively, and perform

