

Job Description

Title: Secretary to Special Education Coordinator/s

Reports to: Special Education Coordinator/s
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. (25%)
2. Utilize authorized district and department procedures, forms and databases, to collect, process and retain required information. (25%)
3. Support special education coordinators in the completion of their job responsibilities by preparing and distributing routine paperwork and correspondences. (25%)
4. Assists in maintaining Special Education Department budget and expenses, along with possible grant monies, processes and accounts folders, and retains appropriate bookkeeping records according to District procedures. (10%)
5. Assists in the coordination of arrangements for conference attendance, organizes travel arrangements and accounts for required forms from participants for appropriate reimbursement according to District procedures. (5%)
6. Assist coordinators with the preparation of room and makes needed arrangements for meetings. (5%)
7. Participates in meetings as requested, reacts to help 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 desirable.
*Training in a school environment is desirable.
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 / BalancingX		
8.	Stooping / Kneeling / Crouching / CrawlingX		
9.	Reaching / Handling		X	
10.	Speaking / Hearing			X
11.	Seeing / depth perception / color			X

The statements herein are intended to describe the ~~nature~~ **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 classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____

Date: _____