

# SPECIAL SERVICES ADMINISTRATIVE SECRETARY

JD LOCATOR: 4.09.2

Adopted: 8/97

Revised: 11/07, 2/09

REPORTS TO:	Director of Special Services
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

## JOB SUMMARY

To assist the Director of Special Services and other school personnel in the efficient operation of the Special Services Office.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

***NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.***

1. Receives parents, students, and others in a courteous, professional manner.
2. Refers parents, students, and others to appropriate offices, agencies, and personnel.
3. Answers telephone professionally and courteously, routing calls appropriately.
4. Distributes incoming and outgoing mail.
5. Types and distributes correspondence and memos in a neat and professional manner for the Special Services Office and its programs.
6. Maintains office files in a complete and orderly manner in accordance with office, district, state, and federally required procedures.
7. Performs quality control duties on district IEP's by proofing and verifying accuracy of information provided.
8. Is knowledgeable and assists staff with the district computerized IEP program.
9. Performs quality control duties in the finalization process of district IEP's.
10. Verifies, maintains, and checks for accuracy of student data in the district WebSET IEP program.
11. Assists in the preparation of Core Data information for data entry on the December 1 Special Education count and the Special Education Exited count.
12. Serves as archivist for district student records and maintains the district database on graduating and transferring students.
13. Sends official transcripts to colleges, recruiters, prospective employers, etc. on graduating students and sends pertinent information to requesting schools for transferring students.
14. Faxes academic or health records when needed immediately by receiving schools.
15. Archives district student records according to district, state, and federal guidelines and retention schedules.
  - a. Microfilms transferring and graduating student records.
  - b. Shreds student records following the appropriate retention schedule.
16. Maintains the Parents as Teachers database of families. Prepares graphs and charts on a monthly basis for program analysis.
17. Maintains and files with the Missouri Department of Education the Parents as Teachers Application, monthly Invoice Reports, and Final report. Verifies revenue received and maintains audit data and information.

18. Maintains and files with the Parents as Teachers National Center the Parents as Teachers Heroes at Home monthly reports. Maintains audit and data information.
19. Composes and updates the Parents as Teachers brochures, forms, flyers, etc.
20. Maintains files, forms, and information on home-schooled students for Core Data entry. Maintains audit and data information.
21. Assists and trains district secretaries with student permanent record policies and procedures.
22. Assists in the requisitioning of materials, equipment, and supplies as approved.
23. Assists parents with the Homebound Instruction Application process. Also assists with the arrangement of teacher assignments for these students and data entry of the teacher's hourly payroll.
24. Maintains and updates the Special Services Office website on the district webpage.

#### SUPERVISORY RESPONSIBILITIES

None

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university in secretarial science, business administration, or related field preferred.
3. Five or more years of increasingly responsible secretarial and administrative experience.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.

2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Ability to prepare and maintain accurate files and records.
12. Knowledge of PC hardware and software configurations, and pertinent software/applications.
13. Ability to work independently with minimum supervision.
14. Ability to meet strict deadlines.

***PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

***WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

#### ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

---

Employee's Signature

---

Date

---

Supervisor's Signature

---

Date