



SPECIAL EDUCATION DEPARTMENT SECRETARY

Department: Multiple
Pay Grade: 103
FLSA Status: Non-Exempt

GENERAL PURPOSE

Performs administrative and support duties within the special education office in order to support the orderly functions of the district. Provides administrative support and direction for the student body as well as the school district staff. Serves as a point of contact for those outside of the district who are attempting to contact those within the school district services.

ESSENTIAL JOB FUNCTIONS

- Operates computer terminal to input and retrieve data.
- Operates office machines such as laminator, projectors, adding, calculating, and duplicating machines.
- Copies and compiles records and reports.
- Orders office and school supplies and dispenses supplies upon arrival.
- Composes, or transcribes from rough drafts, correspondence, bulletins, memorandums, and other material.
- Scheduling eligibility and re-eval mtgs. - schedule and send home parent invite, make sure all reports are in the red folder prior the meeting. - parent/guardian consent, originals to schools, copies in special ed office. Follow-up to make sure parental consent was obtained, mail home if necessary to gain consent (signature).
- File all special ed documents and mail copies to Parent/Guardian if needed
- Notify evaluators of the need to complete an assessment. Ensure the assessment is completed on time and filed in the red folder.
- Notify general ed teachers of the eligibility or re-eval and the need for teacher update due before the scheduled meeting.
- POs - completing POs and checking for accuracy when materials arrive
- Prepare special ed update for special ed meetings each Friday.
- update PowerSchool with any SWD changes in placement, etc. - in order to ensure state reports are accurate
- Maintain the VAIEP data base (reset passwords, add to caseloads, print reports, etc)
- inventory of special ed and federal programs materials
- homebound/homebased forms/ teachers/payroll

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school degree or GED required.
- Two (2) years of office experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the various departments within the schools and school district.
- Skill in managing digital and physical records.
- Skill in communicating with and helping students and non-students.
- Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

WORKING CONDITIONS

The employee will operate in an office environment where the lighting is mild and exposure to loud sounds is minimal.

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, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date