

## **JOB DESCRIPTION**

### **I. TITLE**

Executive Secretary for Pupil-Special Services

### **II. PRIMARY FUNCTION**

To serve as the assistant superintendent's confidential and executive secretary and work efficiently and effectively in the overall operation of the administrative office

### **III. REPORTS TO**

Assistant Superintendent for Pupil-Special Services

### **IV. QUALIFICATIONS**

- Excellent word processing
- Knowledge of Microsoft Office applications
- General office skills, including filing and use of typical office equipment
- Good organizational skills and ability to carry out multiple tasks independently
- Ability to relate successfully with the public, both in person and via telephone
- Minimum of five (5) years' secretarial experience
- Knowledge of district student data management software/systems, preferred
- Knowledge of Special Education Medicaid Initiative (SEMI), preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

### **V. MAJOR DUTIES AND RESPONSIBILITIES**

- Process Purchase Orders for Child Study Team, Speech Specialists, and Special Service Secretaries
- Processing of department time sheets – (e.g. extra CST evaluations)
- Distribution of all mail for entire Special Services department
- Home Instruction P-12
  - Process Monthly Payroll Time Sheets for Home Instruction P-12
  - Process Homebound/Bedside Home Instruction Bills (requisitions) P-12
- Manage and process paperwork & input student information into data management program for all 504 Students
- Process Professional Day Requests (Special Services Only)
- Request student records for all new student transfer ins (Special Services Only)
- Monthly Reports (Child Study Team and 504)
- Maintain Special Services Website
- Maintain assignment list(s) and contact information for the Child Study Team members, Speech Specialists, nurses, school physician and school and central office personnel
- Process paperwork for all legal cases for Board attorney
- Assist the assistant superintendent in the efficient operation of administrative office
- Handle large number of telephone calls courteously and effectively
- Schedule all meetings, appointments, conferences involving the assistant superintendent
- Perform all secretary and confidential work as assigned by the assistant superintendent
- Work cooperatively with special services and business staff to articulate cross-division activities and tasks
- Assist the assistant superintendent in preparing reports required by the administrative code and board policy
- Perform such other duties as may be assigned by the Superintendent or designee

### **VI. TERMS OF EMPLOYMENT**

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education