

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Administrative Secretary – Special Services

II. PRIMARY FUNCTION

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation in the Special Services Department

III. REPORTS TO

Director of Pupil Special Services

IV. QUALIFICATIONS

- High school diploma
- Computer competency
- Typing ability (40-45 words per minute)
- Ability to communicate with general public, parents, staff, and students
- Telephone skills
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Typing of all correspondence for Child Study Teams
- Process re-evaluation paperwork to Parents and Child Study Team Members
- Process referrals from the Child Study Team
- Process Home Instruction Requests
- Telephone calls
- Any additional department needs
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

12 month position work year and salary as per BOE/E TEA contract

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Job Description/Section VII SECRETARIAL Administrative Secretary Special Services

APPROVED: November 22, 2010