



Troup County School System

Your Future Starts Today

Exceptional Education Secretarial Job Responsibilities

EXCEPTIONAL EDUCATION CENTER: 706-812-7939

<u>Danna Perdue</u> Records Clerk Secondary	<u>Jamie Haines</u> Records Clerk Preschool/Elementary	<u>Judy Yawn</u> Admin. Assistant	<u>Kellie Jeffries</u> Secretary
Assemble all school folders	Assemble all school folders	Personnel Rec Forms	Medicaid Records
Evaluation, eligibility, IEP paperwork, gifted Secondary	Evaluation, eligibility, IEP paperwork, gifted, elementary and preschool	Purchase Orders for all schools, (Ex Ed and Gifted)	Schedule Audiology & upload results to IC Preschool Requests
FTE- all schools State reporting: Secondary	State reporting: Preschool and elementary	Professional learning, EEC & Schools	Special Transportation SB10 Letters Parent Requests Log
Maintain special education electronic meeting log for amendments and annual reviews	Maintain special education electronic meeting log for amendments and annual reviews	Monthly logs, timesheets & travel, employee absences	Scheduling MDRs Discipline reports all schools
Maintain evaluation logs Maintain gifted eligibilities in Infinite campus	Maintain evaluation logs Maintain gifted eligibilities in Infinite campus	Budgets-IDEA, Local, Fed. & State Preschool, Schools, Gifted & Contracted employees	Burwell - Breakfast & Lunch Interim Data
Send records to all requesting agencies	Send records to all requesting agencies	Entering PKSE students	Schedule Community Based Instruction
Upload all signature pages including social/developmental history, v/h screening, consent to evaluate, consent to place, reeval considerations as needed	Upload all signature pages including social/developmental history, v/h screening, consent to evaluate, consent to place, reeval considerations as needed		