

St. Helens School District  
Job Description

# Secretary - Special Education

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**Reports To:** Department Director  
**FLSA Status:** Non-Exempt

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## JOB SUMMARY

This position provides full spectrum administrative support to the program director and his or her staff including matters of a confidential nature. Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Provide administrative support to program director including, but not limited to preparation of presentations, tracking, calendar management and correspondence to staff, parents, students and community members.
2. Perform general office duties including answering phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
3. Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format. Independently answer routine questions and correspondence not requiring the supervisor's attention.
4. Maintain all special education program records in compliance with state and federal guidelines and District policy(ies).
5. Professionally represent administrators as directed in communications with constituents providing accurate information, facilitation and problem resolution.
6. Serve as a resource to other staff in using SPED technology programs for IEPs and liaison with technology staff.
7. Maintain all special education program records in compliance with state and federal guidelines and District policy(ies).
8. Prepare copy and distribute all necessary paperwork to facilitate IEP meetings.
9. Maintain accurate and complete case load files, track deadlines for IEPs and notify staff in advance of deadlines.
10. Track appropriate medical protocols for students including required forms, paperwork, training and procedures consistent with District policy(ies).
11. Compile and prepare reports for administration or outside agencies as required. Must complete reports and submit to ODE. Ensure all staff completes reports, check for errors and ensure corrections are made. Use web based programs to submit variety of required reports. Liaison with ESD as necessary.
12. Order and distribute supplies, books, testing and training material as necessary and ensuring that all billing and shipping issues are resolved with vendors and staff.
13. Schedule conferences and programs as required including creating schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.).
14. Manage special projects as assigned by director.
15. Assist with budget preparation and tracking.
16. Other duties as assigned.
17. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.

18. Maintain appropriate certifications and training hours as required.
19. Comply with applicable District, state, local and federal laws, rules and regulations.
20. Attend work regularly and is punctual.

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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Serve on building and District committees and councils.
2. Coordinate travel and assist with other program administrative needs.
3. Assist other office staff.
4. Attends in-service trainings.
5. Attends staff meetings.

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### SUPERVISORY RESPONSIBILITIES

This position may supervise records management staff. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year College or technical school; or one or more years related experience and/or training; or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to effectively present information to administrators. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and business correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: ESIS, Infinite Visions, Outlook, MS Excel, Word, and ODE collection site. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver license.

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### 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 talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

### 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.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: November 2008

I have read and understand this job description.

**Signature:**

**Date:**

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