

**CERTIFIED PERSONNEL  
JOB DESCRIPTION**

**POSITION TITLE:** Secretary – RTC

**QUALIFICATIONS:** Shall have the ability to communicate with public and staff.  
Shall communicate effectively both orally and in writing.  
Shall have a high school diploma or GED (college preferred).

**REPORTS TO:** Director, Staff and Student Services

**PHYSICAL QUALIFICATIONS:** Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

**GENERAL DUTIES:** Shall provide secretarial assistance to the RTC staff.  
Shall maintain accurate working knowledge of special education regulations and procedures.  
Shall have a willingness to cooperate with the public and staff.  
Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES:** Shall answer and screen all telephone calls relative to office and refer all other calls to the proper departments.  
Shall handle all correspondence, report forms, agendas, minutes and other materials relative to the Director's duties.  
Shall assist in preparing all local, state and federal grant applications and reports.  
Shall monitor all budgets and maintain daily balances on funds for all programs.  
Shall maintain inventory of supplies and materials.  
Shall work as a liaison between staff and coordinators.  
Shall attend workshops and meetings relative to IDEA and other programs as assigned by the RTC Director.  
Shall perform other duties as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 220 days (7 hours per day)

**SALARY:** Commensurate with the Ashland Independent Schools Classified Salary Schedule Secretary I

Updated: 7/23/2018