

Inter-Lakes School District Job Description
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Position Title: Special Education Secretary

Classification: Non-Bargaining

Reports To: Special Education Director

Terms of Employment: 260 days per year, four hours per day

GENERAL SUMMARY:

Responsible for a wide variety of secretarial functions that support the smooth operation of the special education process. This work includes, but is not limited to the following: use of the computer using a variety of office software, working with parents and staff either in person, on the phone, or email, schedule meetings, and maintaining and updating parent information database.

ESSENTIAL JOB FUNCTIONS

- Parent contact via phone or email to schedule special education meetings (re: referral, evaluation planning, evaluation staffing, IEP/placement, progress update) for students.
- Maintain parent information database. Utilize online spreadsheet regarding staffing requests.
- Complete and mail staffing notices to parents, as well as, emailing all team members involved in the meeting adhering to all special education rules, regulations, and laws.
- Maintain and coordinate professional calendar of the Special Education Director. Coordinate calendars between case managers, families and Special Education Director regarding referrals, evaluation planning, evaluation staffing, IEP/Placement, and progress review meetings.
- Print and deliver Special Education Parent Procedural Handbooks to all case managers.
- Print Special Education forms as needed.
- Maintain Weekly Special Education Action lists for the Elementary and Middle Tier teams. Send out each week, prior to the scheduled meetings.
- Manage Child Find activities to include placing advertisement in local newspapers twice per year and sending out Child Find letters twice per year.
- Print labels and create folders for Special Education records.
- Filing Inter-Lakes School District Special Education records at the SAU Office.
- Assume responsibility for other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Must be attentive to detail.
- Must be organized.
- Must be proficient with the Microsoft Office suite and other software programs.
- Maintain high level of confidentiality of the workplace.
- Understand and comply with all school policies and procedures.

EDUCATION/EXPERIENCE:

High School graduate, Associates degree preferred. Two to three years of progressively responsible clerical service. Experience working in a school setting or SAU Office is preferred.

WORKING CONDITIONS:

Work is primarily in an office environment. Some minor travel is required. This position requires periodic walking, standing, bending and light lifting.

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**