School District Position Description

JOB TITLE:	Secretary, Special Education Services Coordinator
DEPARTMENT:	Special Education Services
REPORTS TO:	Coordinator, Special Education Services
APPROVED BY:	Butler County Board of Education Date: November 12, 1998

SUMMARY:
Assists the coordinator of special education services by performing secretarial duties such as typing, responding to telephone calls, and maintaining files.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
- Punctual and able to work required hours
- Supplies correct information to visitors and records messages
- Types correspondence such as letters and memos, reports, forms, etc. for the special education services department
- Answers routine telephone inquiries, routes calls
- Types basic correspondence using computer or typewriter
- Maintains confidentiality of all records
- Resolves problems between parents and schools as possible
- Uses all office machines required of job
- Maintains general office files

SUPERVISORY RESPONSIBILITIES:
None.

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:
High school diploma or equivalent and one year of related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS:
None.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before staff, administrators, parents, and students.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic mathematical calculations.

REASONING ABILITY:
The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS AND ABILITIES:
Ability to pass a typing test at 60 words per minute. Ability to operate a computer and related software. Ability to operate all basic office machines required of job. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 sit and talk or hear and operate a computer and typewriter. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of that 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 noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.