

Eunice Public Schools Job Description

Position: Secretary for the Director of Special Education

Supervisor: Special Education Director

General Job Description

Under the direction of the Superintendent (and/or) the Director of Special Education, the Secretary for the Director of Special Education will perform a variety of office routines and duties associated with a productive and smooth run office.

Qualifications

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. Ability to effectively communicate orally and in writing.
6. 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.
7. Must be able to pass employment verification and background check.

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the usual office routines and practices associated with a productive and smoothly run office while performing data entry into the McKinney-Vento Homeless youth and children database and creating keycard access for all employees of the district.
2. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.

3. Performs any bookkeeping tasks associated with the position.
4. Assists teachers in obtaining confidential student records, supplies, and necessary equipment.
5. Makes arrangements for conferences and meetings.
6. Coordinates inner office telephone and office requests.
7. Types and prepares for mailing all reports that are from the Special Education Department.
8. Maintains confidential student records as shall be required for the District Demographic Software (JMAC) and the New Mexico Public Education Department.
9. Maintains (confidential and original) scanned filing system for special education students' files.
10. Compiles, organizes and maintains "504" students records.
11. Fax or mail student records as requested by outside districts and districts out of state.
12. Maintains current special education child count information.
13. Updates school sites with special education student data on a daily basis.
14. Coordinates contracts for homebound/homebased teachers and processes mileage.
15. Compiles, organizes, and maintains records and files on students attending Eunice Public Schools.
16. Compiles, organizes, and maintains homebound/home-based students' records and files.
17. Maintains confidential records of EPS referrals.
18. Completes all purchase orders, collects invoices.
19. Compiles and maintains records of staff who have completed CPR and CPI certifications.
20. Maintains all data regarding special education Paraprofessionals.
21. Maintains confidentiality.
22. Abides by all district policies and state and federal laws.
23. Performs such other tasks and assumes such other responsibilities as the

Director of Special Education may assign.

PHYSICAL DEMANDS:

Ability to sit for extended periods of time and lift up to 10 pounds. Must have the dexterity to operate computers, copy machines, and other office machines.