MIDWESTERN INTERMEDIATE UNIT IV

- TITLE:Secretary to Director of Special DATE:May 21, 2003EducationREVISED: December 19, 2006REVISED: August 13, 2014
- **REPORTS TO:** Director of Special Education **APPROVED BY:** Board of Directors
- **JOB SUMMARY:** Perform secretarial duties and responsibilities necessary for an efficient operation.

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1. Complete, maintain and file various local, state and federal reports and data systems requirements in a timely manner.
- 2. Prepare reports for submission to the Pennsylvania Department of Education for Pennsylvania Information Management System (PIMS), Child Accounting and No Child Left Behind.
- 3. Maintain student records for billing districts participating in special education.
- 4. Verify District of Residence of institutional children and foster home children in accordance with Sections 1306 and 1305 of the School Code.
- 5. Prepare agendas, minutes, and treasurer's report and invoice member districts, maintain ledger book for receipts, disbursements, and checking/savings account for operating committee.
- 6. Attend Local Task Force meetings, take minutes, prepare agendas and schedule conference rooms.
- 7. Maintain file of rental contract and maintain registration, correspondence, records, scheduling, mailing, and activities associated with Best Practices.
- Order, schedule, collect and process the Pennsylvania System of School Assessment (PSSA), Pennsylvania Alternative System of Assessment (PASA) and Keystone Exams and maintain required information.
- 9. Prepare information for Superintendent Advisory Council (SAC) and staff meetings.
- 10. Maintain phone calls, mail, correspondence, files, and records for the Director of Special Education.
- 11. Schedule, monitor and report to Pennsylvania Department of Education all participation requests for video/teleconferences and webinars.
- 12. Prepare agendas, correspondence and follow up for ad hoc and subcommittee facilitation by the Director of Special Education.
- 13. Perform other duties as assigned by the Director of Special Education.

QUALIFICATIONS:

- Two (2) years experience as a secretary in public education or the public sector required
- High school diploma or equivalent is required
- Knowledge of special education terminology
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit eighty percent (80%) of workday
- Walking and standing are required only occasionally

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess strong computer skills and be proficient in multiple data systems
- Must possess advanced office/secretarial skills
- Ability to operate office equipment
- Ability to multi-task and prioritize timelines for department and state deadlines
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)