

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Secretary to Director - Special Education
Date Prepared or Last Modified: January 2, 2019, Reviewed December 2021
Work Year: 12 months/8 hr day
Department: Special Education
Reports To: Director of Special Education

SUMMARY Perform administrative and technical activities related to supporting the Director of Special Education. This includes, but is not limited to, monitoring general fund and grants revenues/expenditures, ensuring compliance with internal control procedures of program budgets, assisting with state reporting and compliance assists with the day-to-day support needs as well as managing the calendar appointments. Registrar for Out of District Placement students. Support department programs and projects in order to positively impact student achievement across the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- W 20% Assist in managing the on-going review of budget reports generated within the Department against reports generated from the Finance Department to ensure accuracy and completeness,
- W 10 % Prepare and process weekly PCard statements, Time Management System Payroll editing for staff, and Time and Effort documents to support monthly finance statements and payroll
- W 10 % Registrar for Out of District Placement students, processing contracts, paying excess cost bills, generate reports reflecting costs and students
- A 5% As directed, consult and coordinate with Director in preparing presentations, reports and CDE mandates
- D 25% Coordinate the flow of information to appropriate Department/ESC Staff, building sites and/or other external entities as directed
- D 10% Manage and support Director’s calendar, monitor incoming calls and emails and redistribute as appropriate
- D 3% Organize the mail and other Department paperwork associated with day-to-day needs to ensure timely responses
- D 15% Assist Director with department related projects, training, or other as appropriate
- Ongoing 2% Perform other duties as assigned.

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 TRAINING: Four years of high school or equivalent, must have post-secondary course work in bookkeeping and/or accounting or the equivalent. An Associate’s Degree or Bachelor’s degree preferred, but not required.

EXPERIENCE: Must have two (2) years of experience with professional bookkeeping and/or accounting systems. In addition, must have intermediate to advanced skills in Microsoft Suite, with an emphasis on Excel and Outlook.

SKILLS, KNOWLEDGE, & EQUIPMENT: Must be able to demonstrate strong oral and written communication, evidence of positive interpersonal skills, as well as problem solving and decision making skills. Knowledge of preparing budget reports, balancing accounts, working with computerized, interactive financial systems; and creating and analyzing spreadsheets. Intermediate to advanced knowledge of Google Chrome and Excel required at time of hire. Prefer someone with knowledge of and ability to use ALIO and Infinite Campus, (training is available within the district). Bi-literate (Spanish) preferred, but not required. Must maintain confidentiality in accordance with FERPA.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities

JUDGMENT AND DECISION MAKING: Work is assigned by the Department Director; however, at times may be self-directed. This position requires analytical skills and knowledge of basic accounting/bookkeeping procedures and regulations to accurately maintain and monitor grant budgets and expenditures. Work is guided by professional standards and department, Board, district, state, and federal guidelines. Decision-making will include collaboration with the Director and at times with the Finance Grant Accountant.

DIVERSITY OF DUTIES: This position requires the individual to interact effectively and efficiently with a variety of individuals within the 27J and the community while maintaining a positive attitude. This position requires the individual to be able to use a computer to enter data accurately and review for reasonableness. Ability to present data in different reports. This position requires the ability to develop and maintain an accurate and efficient system of organization as well as prioritizing tasks.

SAFETY TO SELF AND OTHERS: High exposure to repetitive motion injuries due to keyboarding. Low exposure to bruises and cuts due to typical office accidents.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, infrequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, compute, synthesize, evaluate, and use interpersonal skills. Frequently required to coordinate, instruct, and compile. Occasionally required to copy and negotiate.