

LACEY TOWNSHIP SCHOOL DISTRICT

Secretary to the Director of Special Services

JOB TITLE: Secretary to the Director of Special Services

REPORTS TO: Director of Special Services

JOB GOAL: Performs a variety of high-level secretarial and clerical duties for the Director of Special Services, and provides secretarial assistance to other supervisory, professional, and administrative personnel in the department and within the district.

QUALIFICATIONS:

1. Excellent communication, clerical, and organizational skills
2. Advance proficient experience in use of technology including Microsoft Office Products
3. Basic knowledge of Special Education Code
4. High school graduate with business training preferred
5. Prior secretarial experience required
6. Ability to communicate professionally
7. Tact, diplomacy, and discretion.
8. Confidentiality
9. Other qualities as determined by the Director of Special Services

RESPONSIBILITIES:

1. Performs work of a confidential nature (i.e., residency, student issues, special education services, litigation), assists in preparing confidential data, and maintains confidentiality in all matters;
2. Prepares documents and keeps all IDEA grant materials and data, including budget and expenditure accounts and summaries;
3. Prepares meeting agendas and minutes pertaining to all Department of Special Services events and activities;
4. Works closely under the direction of the Director of Special Services to organize and manage a multi-million dollar departmental budget;
5. Compiles and maintains budget data for the department;
6. Maintains all records associated with high-level grant, and local, state, and federal compliance reports and submissions;
7. Prepares all correspondence and written communication between the Offices of Special Services and the Superintendent of Schools;
8. Maintains a minimum intermediate skill-level in the use of Microsoft Excel and Word, as well as in the general use of technology;
9. Exercises sound judgment and assumes responsibility for organizing and carrying out assignments as directed;

Secretary to Director of Special Services (continued)

10. Performs other duties as may be assigned by the Director of Special Services.

OTHER RESPONSIBILITIES:

1. Demonstrates the ability to meet the public and professionally articulate the response of the department;
2. Demonstrates the necessary organizational skills to ensure the smooth and efficient operation of the Office of Special Services;
3. Maintains regular and accurate files and storage related to the Special Services Department;
4. Is responsible for the efficient and effective processing of correspondence, reports, requests, and all other forms and dates that come through the Office of Special Services;
5. Prepares reports, data, and assists in the preparation of meetings for the Director and members of the Child Study Team, and other professional/administrative members within the district;
6. Upholds all school rules, administrative policy and regulation, and applicable Board of Education Policy;
7. Keeps the Director of Special Services informed of all pertinent items referred to the office and all matters pertaining to the welfare of the district;
8. Prepares necessary reports for local, county, and state use;
9. Orders and maintains office supplies as needed;
10. Oversees and performs the usual office routines and practices associated with a busy yet productive, well-organized office.

TERMS OF EMPLOYMENT: Twelve month year.
Salary to be established by the Board of Education.

EVALUATION: Performance of responsibilities will be evaluated in accordance with established procedure.

Approved by: Lacey Township Board of Education

Revised: March 16, 2015

Date Approved: March 16, 2015