

LACEY TOWNSHIP SCHOOL DISTRICT

Secretary to the Office of Special Services

JOB TITLE: Secretary to the Office of Special Services

REPORTS TO: Director of Special Services

JOB GOAL: To carry out secretarial duties entailing a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient operation of the Special Services Office.

QUALIFICATIONS:

1. High School diploma or equivalent training
2. Excellent communication, clerical, and organizational skills
3. Knowledge of Microsoft Office and Excel
4. Basic knowledge of Special Education Code
5. Ability to communicate professionally
6. Tact, diplomacy, and discretion.
7. Confidentiality
8. Other qualities as determined by the Director of Special Services

RESPONSIBILITIES:

1. Answering phones for the Director and Child Study Team members
2. Scheduling parent and staff meetings
3. Composing communication as necessary
4. Inputting Special Education data into student database
5. Consulting and collaborating with technology department regarding data collection, troubleshooting for all state funded reports, record keeping and all maintenance
6. Communication with the technology department regarding special education data entry for NJ Smart reports/Fixing all errors within the snapshot and federal IEP tab
7. Data entry for all State Reports – (October 15, December 1, and End of Year and SEMI Reporting)
8. Maintaining confidential lists of services and supports for special education students
9. Maintaining schedules of special education teaching and related services staff
10. Processing and distributing evaluation reports and IEPs to parents according to state mandated timelines
11. Inputting information and data into IEP program
12. Processing and sending out IEP quarterly progress reports to parents
13. Filing and maintaining confidential special education records
14. Screens calls and inquiries that often involve sensitive topics. Addresses the caller's concerns without referring the callers unnecessarily to the administrator
15. Assisting in the preparation of state and federal reports

Secretary to the Office of Special Services (continued)

16. Scheduling independent evaluations for students
17. Requesting and preparing documents for special education students entering and leaving the district
18. Gathering, monitoring and updating relevant data including confidential evaluation results
19. Preparing and sending out meeting notifications to parents and staff as per timeline mandates
20. Requesting substitutes for teachers to attend IEP meetings and for Extended School Year
21. Collaborating with software developer to rectify problems with IEP Program
22. Providing assistance and support to other offices within the school district
23. Maintains an appropriate active and archival student filing system for both confidential documents and records and readily retrieves items through the use of this system
24. Familiar with and adhere to the Parental Rights in Special Education (PRISE), Family Education Rights and Privacy Act (F.E.R.P.A.) and New Jersey Administrative Code regarding the maintenance, distribution and destruction of student records and information
25. Collaborating with CST teams throughout the district to gather, monitor and update relevant information for student's IEP's
26. Attending to other duties as requested by the Director of Special Services

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