



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Secretary to Special Education Services

(Rev. 12/17/2012, Rev. 04/28/2016)

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### Qualifications:

1. High school diploma; secretarial training
2. Knowledge of automated office equipment and excellent secretarial Skills
3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### Reports To:

Supervisor of Special Education Services

### Job Goal:

Provide secretarial services in an organized and professional manner.

### Performance Responsibilities:

#### 1. Secretarial Responsibilities:

All typing as requested by the Supervisor of Special Education Services, as follows:

- a. All reports as required by statute.
- b. End of Year Report – June
- c. 417 – Application for Approved Non-Public Schools
- f. District budget information for special education teachers, Child Study Team, speech/language, resource center programs
- d. Agendas for department meetings
- e. Memorandums
- f. Correspondence
- g. Typing any components that are a part of any of the above noted projects under the direction of the Supervisor of Special Education Services

#### 2. Child Study Team Secretarial Responsibilities:

- a. Social history
- b. Psychological report
- c. Learning disabilities evaluation
- d. Speech/language reports
- e. Classification and individualized education program conference report
- f. Evaluation plan
- g. Annual reviews
- h. Special conference reports
- i. Scheduling of annual reviews, C.C.R., etc.
- j. Other various schedules as requested
- k. Receive and screen all incoming telephone calls for Child Study Team members

#### 3. Professional/Vocational Schools – Responsibilities:

- a. Forwarding file package for student's placement



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4. Computer Responsibilities:
    - a. Maintain database for special education students to facilitate reporting responsibilities
    - b. Utilize word processing to create and store primary evaluation reports including psychological, LDT/C and social history reports
  
  5. Communication with Parents:
    - a. Receptionist – greet parents; receive all incoming telephone calls, etc.
    - b. Parental notification and confirmation of staffing and other appointments
    - c. Forwarding of various requests for permission to parents
    - d. Forward vocational school information to all parents of qualified classified students
    - e. Parental/Child Study Team conference appointments
  
  6. Responsibilities with Teachers:
    - a. Send out anecdotal reports to teachers for pre-classified or classified students
    - b. Notify teachers, administrators and parents for staffing
    - c. Set-up appointments between teachers and counselors as requested
  
  7. File Responsibilities:
    - a. Open all new files
    - b. File all reports and correspondence in student's classified file
    - c. Keep files up-to-date and organized
    - d. Check files to be sure they are complete with necessary reports, if not, notify the specific Child Study Team member
    - e. Annually review files to be in compliance with N.J.A.C. 6:3.
    - f. Type and insert student file information form in all of the classified student's files.
  
  8. Other Responsibilities:
    - a. Any other duties assigned by the Supervisor of Special Education Services.
    - b. Any other duties as assigned by the Child Study Team after approval from the Supervisor of Special Education Services
    - c. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy



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Job Code:

9300