

JOB TITLE: SPECIAL EDUCATION / CENTRAL OFFICE SECRETARY

QUALIFICATIONS:

1. Knowledge of computer usage and modern office practices.
2. Effective communication techniques and procedures. Communicate effectively in oral and written form.
3. Establish cooperative relationships in a calm and tactful manner.
4. Effectively carry out oral and written directions.

REPORTS TO: Director of Special Services, Assistant Superintendent

JOB GOAL: To assure the smooth and efficient operation of the Special Education Office. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the Special Education Office. To contribute to the special education office so that it can be effective in the educational process.

PERFORMANCE RESPONSIBILITIES:

Special Services Secretary

1. Process all requests for records and mail to the appropriate schools and drop the student from SEAS program
2. Process all disability determinations on students with special services
3. Process all speech, OT and PT Medicaid forms monthly
4. Send IEP paperwork to parents before IEP meetings are held
5. Maintain special education teacher caseload statistics
6. Enter student data in student information program for ESL, homeless and migrant, and gifted services
7. Coordinate homebound services for students for locating teachers, contacting doctors and parents, verifying timesheets and mileage information.

Central Office Secretary

8. Receives visitors in a courteous, professional manner and refers the appropriate offices, agencies and personnel
9. Answers telephone professionally and courteously, routing call appropriately
10. Types and distributes correspondence and memos in a neat, professional manner
11. Creates and processes purchase orders for central office administration and special services departments.
12. Monitor HVAC system and respond to all issues relating heat/air issues in classroom. Call HVAC repair service as needed.
13. Schedule all events in buildings on the HVAC system so that heat/air is available after scheduled times.
14. Process all substitute teacher/other staff applications including background checks, MUSIC training and child abuse checks
15. Forward names of approved substitute teachers/other staff to buildings
16. Maintain all worker registration forms for the buildings
17. Other duties as assigned by central office administration

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Special Education /Central Office Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Special Education)