

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.19**

**Position Title:** Administrative Secretary - Early Childhood Special Education Services

**Reports To:** Director of Early Childhood Special Education

**SUMMARY**

Assists Early Childhood staff in the efficient operation of District Early Childhood procedures/responsibilities.

**QUALIFICATIONS/REQUIREMENTS**

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative.

**ESSENTIAL JOB DUTIES**

- Assumes responsibility for a variety of tasks associated with administration of the Early Childhood Special Education program.
- Acts as receptionist in answering telephone and greeting visitors.
- Helps to arrange appointments and screen visitors to the office.
- Organizes and maintains appropriate filing systems.
- Operates office equipment and completes periodic training, as necessary.
- Maintains confidential nature of all school-related matters.
- Prepares reports and researches documents, as requested.
- Maintains current teacher caseloads.
- Maintains current lists of ECSE children according to nurse assignment and bus assignments.
- Assists Early Childhood Special Education Psychological Examiner in all phases of the diagnostic process; records initial and tracks re-evaluation referrals; schedules parent intake conferences and diagnostic staffing, when appropriate; types invitations to staffing and/or IEP meetings; and disseminates staffing outcome correspondence to staff/parents.
- Types diagnostic evaluation summary reports.
- Types all correspondence. Initiates and/or generates additional correspondence, forms and documents, as needed.
- Oversees the maintenance of office equipment.
- Assists in the preparation of annual budgetary projections.
- Keeps records of budget expenditures on appropriate computer program.
- Types and proofreads correspondence, forms, and notices.

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- Types all program-related vouchers and purchase orders; requests approval; checks incoming orders for accuracy; and sends invoices for payment.
- Inventories office supplies and orders from the District-approved vendor. Also coordinates and implements all other supply orders for the Early Childhood Special Education Program.
- Collects milk attendance and snack orders from teachers and aides, and issues appropriate reports/letters by the established deadlines.
- Generates quarterly/year-end summary of referral status.
- Attend trainings, as necessary, to assist in operations of the office
- Collect and organize daily attendance data
- Maintain accurate accounting records for school budget

**OTHER DUTIES AND RESPONSIBILITIES**

Completes secretarial tasks assigned by the Director of Early Childhood Special Education/Assistant Superintendent for Special Services. Performs other duties as assigned by the Director of Early Childhood Special Education/Assistant Superintendent for Special Services.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.