

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.14**

**Position Title:** Administrative Secretary - Special Services

**Reports To:** Assistant Superintendent for Special Services

**SUMMARY**

Assists the Assistant Superintendent for Special Services in the performance of general District 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**

- Performs data entry as related to IDEA and 504 compliance
- Assists Process Coordinators in notifying staff of IDEA compliance concerns
- Assists Special Services Coordinator with collecting and analyzing special education caseloads and teaching schedules
- Assists Assistant Superintendent for Special Services in collecting documentation for program evaluation
- Assists in preparation of Core Data reporting
- Responsible for Medicaid reimbursement program
- Responsible for School District Administrative Claiming (SDAC)
- Acts as receptionist in answering telephone and greeting visitors
- Assists in arranging appointments and screens visitors to office
- Prepares and mails Age of Majority letters
- Operates office equipment
- Does filing and copying for the Department
- Prepares records for meetings
- Provides secretarial support to Administrators for the following but not limited to:
  - Health services
  - Gifted services
  - Extended School Year
  - Non-Public program
  - End of the Year/Beginning of the Year packets
  - Professional Development (certified and support staff)
  - Map A
  - Compliance Binder
  - LASE meetings
  - 504 program
  - High Needs Fund
  - Newsletters
  - Pamphlets

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- Assist Director of Ancillary Services with mandatory trainings and employment requirements for contracted providers
- Maintains confidential nature of all school related matters
- Prepares reports and researches documents as requested

**OTHER DUTIES AND RESPONSIBILITIES**

Completes secretarial tasks assigned by the Assistant Superintendent for Special Services. Performs other duties as assigned by the 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 individuals currently holding this position perform the additional duties and responsibilities listed 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 annually in accordance with District Policy on evaluation of support services personnel.