MOORE PUBLIC SCHOOLS

Job Title: **Special Services Secretary/Clerk**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience required: 3 years of secretarial and/or clerical experience in an educational environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Some school system experience is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Communication skills must be able to effectively exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including digital records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculator and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing

Site: **Various**

Reports To: **Director**

Job Goal (Purpose of Position): Performs semi-skilled to skilled-level secretarial duties under general supervision to assist in the efficient functioning of the office and to assist the Director or other staff. An incumbent in this position will follow generally standardized operating policies and procedures. On occasions will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and strong work ethic. Creativity, organization, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE MEASURES):

1. Carries out the school district's disability child count which serves as a major source of revenue through federal allocations and state weighted ADM funding.

2. Performs and organizes various data reports related to compliance with state and federal regulations that are required in order to receive state and federal monies for special education.

3. Performs and organizes various data reports related to compliance with federal regulation used in the determination of the school district's performance indicators including disproportionality. Performance indicators in special education are considered analogous to test scores in schools and are also tied to a school district's funding in certain instances.

4. Performs clerical support functions using word processing, database and/or spreadsheets software. Prepares correspondence, reports, charts, brochures, grant requests, etc. Prepares routine correspondence as assigned.

5. Receives, directs and may perform simple interview with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. May assist in opening and distributing mail.

6. Organizes and maintains various files and records including confidential and tickler files. Performs photocopying as required.

7. Schedules meetings and make sure all information and arrangements are taken care of. May be required to make travel arrangements. Monitors and maintains a neat and organized office.

8. Orders, maintains and distributes supplies as needed. May maintain and circulate equipment, material, and other supplies for use by patrons and staff; may assist personnel with minor repair to equipment and inventory. Maintains expenditure reports/records; prepares purchase orders/requisitions. Performs any bookkeeping tasks as assigned.

9. Must be able to adjust priorities in performing clerical assignments and assisting with minor administrative details and assignments.

10. Works with agencies and State Department of Education in a timely manner.

11. May assist other employees in office during breaks and days off.

12. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

13. Performs other duties as assigned.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person. May on occasion lift boxes of copy paper, equipment, and supplies.

TERMS OF EMPLOYMENT:	251 DAYS
SALARY:	Category B
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 05/14/2012
Revised 2024-25 Negotiated Contract