

JEFFERSON COUNTY BOARD OF EDUCATION

Position Description

POSITION TITLE: Central Office Federal Programs and Pre-K Secretary

OFFICE/DIVISION: Jefferson County Board of Education

WORK LOCATION: County Office

REPORTS TO (TITLE): SPED Director/Superintendent

QUALIFICATIONS: Possess a high school diploma or GED and meet other requirements as set by the Jefferson County Board of Education.

DATE PREPARED: 04/2026

APPROVED BY: Human Resources Director

ANALYST:

FOR HR USE ONLY

Salary Grade:

Classification:

NON EXEMPT

POSITION SUMMARY

The primary duties of the Special Education (SPED) Central Office Secretary are to assist in the efficient and effective operation of the special education department by performing a wide variety of communication, clerical, record keeping, bookkeeping and general office duties with minimal direction and assistance.

The person in this position answers phones, greets visitors, takes and distributes messages, and responds to requests for information in accordance with district policy while assisting with written and electronic communications with parents, students, staff, and the public using tact, courtesy, and professionalism. A core responsibility includes maintaining the Special Education Department budget and expenses, along with possible grant monies, as the individual processes and accounts for orders and retains appropriate bookkeeping records according to District procedures, including those related to contracted services. This position assists the Special Education administrative team by creating and distributing extra-duty contracts, collecting timesheets, aiding with the completion of projects within set timelines and expectations, and coordinating arrangements for substitutes for special education activities.

IMPORTANT NOTES

ESSENTIAL DUTIES

Organizational duties extend to maintaining files and records, including but not limited to special education forms, procedures, and department reports. The individual coordinates arrangements for conferences, organizes travel arrangements, and accounts for required forms from participants for appropriate reimbursement according to District procedures. Additionally, they maintain the calendar and schedule appointments for the Director of Special Education, assisting with the preparation of rooms and making needed arrangements for meetings. To further support the director, they prepare and distribute routine paperwork and correspondence while implementing, as directed, processes and procedures that require a working knowledge of department procedures, school district policies, and state and federal regulations. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources). It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.