Tenafly PUBLIC SCHOOLS

SECRETARY - SPECIAL SERVICES

Qualifications:

- High school diploma or equivalent, BS or BA desirable; valid New Jersey driver's license.
- Minimum experience as determined by the Board, but should include coursework and/or background in secretarial, clerical, and computer-based functions.
- Effective organizational skills and demonstrated proficiency in data processing and use of school-based technology and student information systems.
- Good interpersonal and communication skills.
- Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

Primary Function:

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the district's Office of Special Services. The Special Services Secretary performs responsible financial and office work in the Office of Special Services involving a considerable degree of independent judgment and initiative.

Direct Report:

Director of Special Education

Specific Duties and Responsibilities:

- Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Provide administrative support to the overall functioning of the Office of Special Services.
- Accurately maintain Special Education student files.
- Creates purchase orders; checks orders for accuracy and maintain documentation of purchases for payment. Follows up with vendors as needed. Collects and processes requisition sheets for administrator approval.
- Prepares agenda items for Board of Education approval and assists in the development of the Board agendas by ensuring accurate motions related to out of district placements, extraordinary services and extended school year contracts.
- Set up appointments and serve as contact for out of district or special evaluations.
- Serve as a point person for Child Study Teams to troubleshoot difficulties with the IEP Management System.
- Maintain a variety of fiscal information, files, and records (e.g. budgets, expenditures, purchase orders, etc.) for the purpose of providing an up-to-date audit reference and audit trail for compliance. 9. Input data into the IEP management system and monitors the evaluation and annual review process to support compliance with NJ Special Education code.
- Enter new referrals into the IEP management system.
- Link teachers and Case Managers to students.
- Manage information for students who transfer into the district.
- Send out department mailings.
- General support for case managers.
- Performs those duties and responsibilities as assigned by the principal and/or administration.

Terms of Employment:

12-month position, as designated by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

Board Approved:
05/23/2022/Resolution P-16

Revised: