

LYON COUNTY SCHOOL DISTRICT

Administrative Secretary to Special Services

Job Group: Clerical

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Pay Structure (12 month, 8 Hour Paid Workday)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the supervision and direction of the Executive Director of Special Services, assists in ensuring that all students have the right to an appropriate education, making it possible for them to benefit from their school experiences. This position performs a variety of professional secretarial activities associated with student services duties. This position assists the Special Services Director with the procurement, inventory, and distribution of special services materials to schools. This position assists with data entry (e.g. grants) and reports. This position works under the direct supervision of, and is evaluated by, the Executive Director of Special Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serve as the primary point of contact for the Executive Director of Special Services, handling correspondence, scheduling meetings, and managing calendars.
2. Maintain confidential student records, ensuring compliance with district policies and federal/state regulations (e.g. IDEA, Section 504, FERPA)
3. Maintains LCSD variances, Home Bound, Home School, Options Licensure and Religious Exemptions for all school sites.
4. Assist Chief Nurse with the procurement and inventory of clinical materials.
5. Destroy confidential files as required in procedures established within special education law.
6. Prepare and process reports, memos, and other documentation related to special education services.
7. Monitor and report the time of special services employees assigned to the District Office on timesheets for submission to payroll.
8. Maintain databases and tracking systems for student services, compliance deadlines, and department records. Including: LCSD variances, Home Bound, Home School, Options Licensure and Religious Exemptions
9. Communicate with parents, staff, and external agencies regarding special education services and procedures.
10. Support budgeting and purchasing functions by tracking department expenditures, processing purchase orders, and managing invoices.
11. Coordinate professional development sessions, workshops, and training sessions for special education staff.
12. Manage department filing systems, ensuring organization and accessibility of information.
13. Provide general office support, including answering phone calls, greeting visitors, and handling inquiries.

14. Regular and consistent punctuality and attendance.
15. Assist with special projects and perform other administrative duties as assigned by the Executive Director of Special Services.

POSITION EXPECTATIONS:

1. Knowledge of office practices such as payroll, purchasing, billing, fixed assets, proper phone etiquette, copy and distribution of records, mail distribution, etc.
2. Knowledge of special education programs.
3. Ability to establish and maintain confidential student records.
4. Ability to effectively manage time and responsibilities by organizing priorities.
5. Ability to handle multiple tasks simultaneously, and prioritizing when necessary.
6. Ability to perform highly detailed and complex clerical work.
7. Skills in effective communication with employees and the public.
8. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
9. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace

POSITION REQUIREMENTS:**Education and Training:**

1. Must possess a high school diploma or equivalent.
2. Must be able to type at least 50 WPM, as well as have proficiency with 10-key data entry.
3. Minimum of two years clerical experience in data entry and record-keeping required for this position.

Licenses and Certifications:

1. None.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				

Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				

Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____