Lake Stevens School District #4
12309 22nd Street N E
Lake Stevens, WA 98258

www.lkstevens.wednet.edu

Human Resource Services
Classified Employment
Phone: 425-335-1500
District FAX: 425-335-1549
hrservices@lkstevens.wednet.edu

POSITION: Department OP – Special Services (Group III)

REPORTS TO: Director of Special Services

DIRECTS:

NOTE: Position currently manages data and provides support for Title 1, LAP, and Bilingual programs, and completes Medicaid billing. Position requires a high level of skill in the area of business math and experience working with grants. Specific assignment details are subject to change as needed in order to provide support to the Special Services Department.

SUMMARY: Under the direction of the Director of Special Services, secretary works independently in the performance of all functions necessary to maintain an efficient and organized department in a professional and confidential manner. Secretary provides secretarial support for all Federal and State funded programs and prepares all state and federal required reports to ensure compliance and receipt of funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned

- Keep Director apprised of significant and important items requiring review or action
- Complete all secretarial/clerical functions of the department relative to special education, LAP, Title, Bilingual, ECEAP or other special funded programs as assigned in an efficient and timely manner
- Schedule appointments, keep calendar, and arrange meetings for the director as necessary
- Communicate with staff, parents, and the public regarding various special services program topics
- Communicate with transportation regarding student bussing needs
- Assist in the preparation of required state and federal reports
- Design and maintain various databases relate to special needs students and generate reports
- Prepare Medicaid billing
- Maintain records for Birth – 3 program; communicate with relative outside agencies
- Assist in preparation of staff workshops relative to special programs
- Ensure compliance of staff trainings relative to various special programs requirements
- Assist in scheduling and registering special needs students in extended school year programs
- Maintain files of special needs students
- Process purchase orders and annual orders for department
- Keep accurate records of all department requisitions, purchase orders and budgets
- Know and follow district policies and procedures
- Work with other district personnel as required in the performance of duties and organizational needs
- Remain flexible and team-oriented
- Promote and practice professional growth and development
- Perform other duties as determined by the Executive Director

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Formal education in modern business office practices
3. Two years secretarial or related office experience, preferably in an educational setting. Additional related experience may substitute for formal education as deemed appropriate

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license

LANGUAGE SKILLS: Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to apply concepts of basic mathematics as they apply to business and financial recordkeeping.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES -- Skills assessment may be required.

- Verifiable effective oral, written and interpersonal communication skills
- Extensive knowledge of and ability to perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
  - √ Keyboarding 55 wpm
  - √ Ability to use correct grammar and punctuation
  - √ Ability to use a variety of office machines
  - √ Proficient computer skills including the use of Microsoft Excel, Word, Outlook, Publisher (or similar graphics program), and the Internet
- College level business math skills
- Extensive knowledge of operating procedures relative to special needs students.
- Organizational and project management skills
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail
- Ability to independently prioritize and process work flow
- Ability to work under pressure with constant interruptions, and meet deadlines
- Ability to handle confidential matters professionally
- Demonstrated abilities in self-direction and sound judgment
- Understanding of Washington State Labor laws and regulations as they apply to school district student practices
- Knowledge of and experience with WESPaC student data system
- Ability to maintain a positive attitude towards staff, students, parents, and community members
- * Demonstrated abilities to be a good team player

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions* - While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* - There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

TERMS OF EMPLOYMENT:

Work Hours/Days:	Up to 7.5 hours per day / 190 days per fiscal year
Salary:	Per PSE Office Professional CBA -- Group III
Benefits:	Per PSE Office Professional CBA, board policy and procedures

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.