

TITLE: Special Education Secretary

QUALIFICATIONS:

1. High school diploma or higher
2. Ability to communicate effectively with the public
3. Knowledge of computers, ability to organize and plan work efficiently
4. Secretarial experience preferred.

REPORTS TO: Special Education Coordinator

JOB GOAL: Provide efficient and confidential secretarial services to the special education coordinator that reflects positively on the operation of the school system.

JOB DUTIES:

1. Prepares reports, contracts, correspondence, purchase orders and other written materials.
2. Maintains appointment calendar and prepares daily reminders for Special Education Coordinator
3. Assists coordinator in tracking student's records from initial referral to disposition.
4. Maintains all special education records in Websets
5. Assists in keeping accurate class rolls for child count purposes.
6. Maintains files and records related to student re-evaluation and sends related correspondence to parents and school personnel as necessary.
7. Performs usual daily office routines and procedures.
8. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
9. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
10. Perform other duties as may be assigned.

