

Job Title: Administrative Secretary, Special Education
Department: Special Education
Reports To: Director of Special Education
FLSA Status: Non Exempt
Salary Schedule: SC lane 10



SUMMARY

Serves as the Administrative Secretary for the Director of Special Education to provide highly skilled secretarial support to the administrator and serves as lead secretary for the department. This position requires skills that relieve management of administrative detail, coordinates work flow, keep projects on schedule, interfaces with support professionals and the public, demonstrating the ability to act independently and logically in accordance with district regulations and established policies. Strong interpersonal skills are required as well as a continued willingness to learn, problem-solve, and perform with confidentiality to assure discreet handling of all business.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides administrative assistance to the Special Ed Director, Coordinators, and Specialists.

Performs a wide variety of complex and confidential tasks for the administrator.

Keeps supervisor informed of details affecting office management decisions.

Schedules and coordinates appointment calendars.

Responds to sensitive requests for information and assistance to staff and the public.

Coordinates the flow of paperwork including personnel action requests, fiscal reports, and student data for state and federal reports.

Composes and types directives, schedules, agendas and personal correspondence for the administrator and a variety of specialized projects within the department.

Maintains and oversees the maintenance of departmental administrative files, equipment, and supplies.

Makes arrangements for meetings and ensures that proceedings are properly recorded.

Operates a variety of office equipment incidental to secretarial duties.

Communicates with staff and parents making complaints or requesting services in person or by telephone, providing necessary information, and following through on the resolution of problems.

Reviews incoming correspondence, drafting responses on matters for which authority has been delegated.

Makes travel arrangements for out-of-district trainings and conferences to include registration, lodging, airfare, and related expenses in accordance with District policy.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service.

Processes purchase requests, web claims, and mileage reimbursements for department staff. Orders, inventories, and distributes supplies for department staff and special educators and monitors all expenditures for each school and Special Education Program.

Updates and manages spreadsheets that generates data for funding which provides documentation in the compilation of state and federal reports.

Reviews and audits monthly reports generated by the District's financial system to monitor expenditures in the state, federal, and related fiscal budgets.

Develops and implements tracking process for Special Education Paraprofessionals to maintain budget restraints and access personnel information. Monitors monthly hours worked at each school by the paraprofessional staff.

Reacts quickly to parent inquiries and directs their concerns to the appropriate administrator or public agency.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of and the ability to work with various technology tools/software and various devices. Displays understanding of district financial systems and payroll systems.

Knowledge of the Special Education IEP process, policies, and procedures and ADA accommodations helpful.

Ability to keep complex records, assemble and organize data, and prepare reports from such records; to compose memoranda and letters from general instructions; to carry out assignments on own initiative; to handle confidential and controversial matters with judgment and tact; and to perform complex word processing, and data entry/extraction.

Knowledge of WCSD policy and policy language to include editing of revisions.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD

School Board. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two year related secretarial experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing 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 noise level in the work environment is usually moderate.

Prepared By: Special Education Department		Date: 03/30/2010
Approved By: Executive Director, Human Resources		Date: 04/20/2010
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources Date:

<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	