

Job Title: Post High Secretary
Department: Special Education
Reports To: Assigned Special Education Coordinator II
FLSA Status: Non Exempt
Salary Schedule: SC lane 08



SUMMARY

The Post High Secretary provides secretarial support directly related to Post High for the Special Education Department. The Secretary works directly with Post High Lead Teacher on Special Assignment (TSA) and maintains contact with Department Coordinators. The Post High Secretary performs detailed data entry in district software systems such as PowerSchool, Goalview, and Easy Trac.

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.*

Greets students, parents, school personnel, and visitors at Post High and refers them to the appropriate Post High Staff.

Performs all secretarial duties such as composing correspondence, memorandum, faxes and other printed materials; maintaining office-filing system. Routes incoming and outgoing mail and correspondence.

Answers incoming calls to provide information, take messages, or transfer calls.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities for Post High.

Maintains all registration in PowerSchool for Post High Students.

Creates and maintains student files, records, and reports according to school, state and federal regulations.

Manages inventory of Post High building. Orders supplies and inventory for building. Has basic knowledge and manages the office machines/copiers.

Maintains inventory of all motor (OT and PT) equipment in the District.

Updates and maintains vehicle inventory. Schedules vehicles assigned to Post High.

Tracks staff schedules and absences.

Assists the Post High TSA and Department Coordinators in managing employee timecards.

Completes, submits, and maintains records for all purchase orders associated with Post High legislative teacher money, special education teacher money, equipment, and materials.

Schedules Hearing testing for Audiologist.

Under the direction of the assigned Special Education Coordinator, conducts training and reporting for Medicaid Time Studies and enters logs into Easy Trac.

Maintains database with assignment information of special education employees. Update the appropriate personnel at the State of additions, changes, and terminations.

Obtains user information from the State on special education employees and communicates information to employees.

Confirm all online training is completed by special education personnel prior to the state of each Medicaid Time Study. Contact those that are not in compliance. Reviews training dates of all time study participants to ensure compliance with the three year training mandate.

Contact individuals selected for Narrative/Paper log. Conduct trainings for selected personnel to instruct them on correct coding and completion of the Narrative/Paper log to ensure compliance. Review submitted logs for accuracy.

Submit training information and report logs to the State for review and evaluation.

Troubleshoot questions and problems related to time study, online training, and Narrative/Paper logs.

Under the direction of the Special Education Coordinator overseeing the Summer ESY Program, performs duties associated with ESY Program held at Post High.

Performs data entry in the following areas: special education codes, correcting error codes in EasyTrac, compliance checks at schools, etc.

Runs monthly reports for analysis in Goalview (Online IEP Management System) and Easy Trac (Online Medicaid Billing System).

Provides frequently asked questions (FAQ) support to Special Education Department chairs, special education teachers, and related service providers regarding Goalview and Easy Trac.

Manages student special education files and records (arranging for records to be transferred to and from WCSD, digitizing files, and storage of records).

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.*

Must be self-motivated and able to follow through on varying assignments. Must be detailed oriented and accurate with assessing reports.

Must be proficient with computer applications for preparing documents & spreadsheets, and entering data using specialized data software for the special education department and program. Must become familiar with student information systems to perform related tasks. Must have proficient typing, 10-key calculator, and computer skills.

Must possess good human relation skills to work with administrators, teachers, and parents in an effective, pleasant manner.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

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 six months to one year related 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 talk or hear, use fingers and hands to handle, and reach with hands and arms. 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, peripheral vision, color vision, and 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 employee will occasionally work near moving mechanical parts.

The noise level in the work environment is usually quiet.

Prepared By: Special Education Director			Date: 06/25/2018
Approved By: Assistant Director, Human Resources			Date: 07/03/2018
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Special Education Director	Date: 07/17/2019
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
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<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:	