

**POSITION DESCRIPTION ADDENDUM FOR:  
Preschool Secretary: Data & Compliance**



*The information listed under Specific Essential Duties is in addition to the information provided on the basic Preschool Secretary position description.*

**SPECIFIC ESSENTIAL DUTIES**

Communicates regularly with USBE and federal oversight agencies in changes with federal guidelines.

Organizes and maintains Google Documents, PowerSchool calendar, class schedules, and student class assignments.

Understands, assists, and monitors staff compliance with state, federal, and/or district regulations including all students who may qualify for services through the transition process between the Learning Center and the Preschool Program. This includes reporting requirements for all preschool student enrollment data including immunizations.

Collects and maintains applicable records relating to the assessment and eligibility process, students who move to another preschool site in WCSD, move in or out of state, and students who no longer qualify for special education or other preschool services. Organizes and maintains file system, and file correspondence and other records.

Responsible for the end of year kindergarten transition process including preparation of all kindergarten Google Documents including student list, meeting schedule, and transition meeting times. Coordinates with Preschool Coordinators, elementary school principals, and Special Education Coordinators to determine dates and times for transition meetings and amount of time required for each student. Reviews transition process and documents with other secretaries and assigns elementary schools for parent meeting contact. Processes all changes and updates throughout the remainder of the school year and maintains separate records for those students who will be going to charter schools.