

**Job Title:** Secretary - Compliance & File Management  
**Department:** Special Education  
**Reports To:** Director of Special Education  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 08



**SUMMARY:**

The Compliance & File Management Secretary compiles and maintains Special Education Department records and provides department secretarial support by performing the following duties.

**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, Specialists and Secretaries.

Assists Goal View Manager and teachers on a daily basis related to student status in Special Education using specialized software (Goal View & Power School).

Manages confidential documents and student records using specialized software. (BMI System).

Manages student data systems and troubleshoots daily in student data systems (GoalView & Power School).

Archives and retrieves confidential documents for students, agencies, and higher education.

Audits records and confidential files assuring that compliance in Special Education is followed.

Prepares correspondence to school districts and personnel related to student status.

Assists Special Ed staff with special projects as assigned.

Provides back up support to the Administrative Secretary and related staff.

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

Screens incoming calls and correspondence and responds independently.

Greets scheduled visitors and assists a variety of situations.

Organizes and maintains confidential file systems, and files correspondence and other records.

Updates computer data files with a wide variety of student information.

Acts as custodian of confidential documents and records.

Makes copies of correspondence or other printed materials.

Creates and maintains database and spreadsheet files.

Prepares outgoing mail and correspondence, including email and faxes.

Obtains student information by calling other schools, professional agencies, and parents.

### **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 detail 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 or equivalent; 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 moderate.

Prepared By: <b>Director of Special Education</b>			Date: <b>09/06/2005</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>09/07/2005</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Director of Special Education</b>	Date: <b>05/07/2010</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Director of Special Education</b>	Date: <b>11/03/2010</b>
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<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Director of Special Education</b>	Date: <b>04/20/2021</b>

**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:	