

TITLE: Special Education Administrative Due Process Secretary

QUALIFICATIONS:

1. One to two years of job experience as a secretary. Should have a background in Special Education. Minimum high school diploma; two years college or technical preferred.
2. Previous experience and a good working knowledge with Microsoft Excel, Word, Google and Google Docs and databases. Good organizational ability and attention to detail. Able to set priorities and work independently.
2. Pleasant personality and high degree of communication and interpersonal relationship skills desired. Able to deal courteously and tactfully with district employees and public.
3. Demonstrated ability to handle numerous and diverse tasks and to meet deadlines.
4. Ability to lift 50 pounds.
5. Such alternatives to the above qualifications as the Unique Learners Manager and School Board may find appropriate and acceptable.

REPORTS TO: Unique Learners Manager & Director of Business Services

JOB GOAL: Provide the necessary assistance to Special Education students which will allow them to take full advantage of their instructional program and available resources. To effectively coordinate all tasks and concerns relating to the position. To effectively maintain a smooth and efficient operation of the District Office.

PERFORMANCE RESPONSIBILITIES:

Special Education/Due Process:

1. Serves as Due Process Secretary of Special Education handling confidential correspondence, scheduling activities and meetings, maintaining special education files and providing assistance to the Unique Learners Manager as needed in all areas of due process. Working independently and taking responsibility for handling tasks and projects as they arise while the Unique Learners Manager is out of the district. Assist Director with ADSIS project, compiling data and information for mid-year and end-year reports.
2. Responsible for scheduling and coordinating all aspects of IEP and other due process meetings as requested by the Unique Learners Manager and special education staff using web based technology. This includes coordinating team and parent schedules and making all necessary contacts to schedule and confirm meetings for all buildings and programs within the district. Requires updating, printing and sending team meeting notices to the appropriate people, performing any required follow up, maintaining filing system and all necessary forms and documents required for due process procedures.
3. Responsible for scheduling monthly special education department meetings, confirming and sending reminders to staff, and organizing agenda and handouts.

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Extended School Year (ESY):

1. Responsible for collecting and organizing ESY data from case managers, school psychologists and speech pathologists. Develops and maintains student organizers for each program and handles all required correspondence and follow up pertaining to ESY. Assists Unique Learners Manager and the Human Resources Department with hiring ESY staff and handles required employment correspondence. Responsible for identifying and resolving minor systematic problems that arise while ESY is in session and forwarding more complex situations to the appropriate person. Responsible for reserving space and securing phone numbers for each ESY program. Creates and maintains ESY forms and processes all MA billing paperwork during ESY. Assists the transportation secretary with bus schedules. Assists speech pathologists with the scheduling of summer speech services.
2. Assists Early Childhood Special Education Collaborative Planner and staff with extended school year preparations as needed, i.e., bus schedules, posting ESY positions and sending confirmation letters to hired staff.
3. Responsible for organizing, compiling and ordering ESY curriculum and materials; organizing and sending out ESY materials to all buildings/programs.

Medical Assistance (MA) Billing:

1. Responsible for developing and maintaining the school district's Medical Assistance billing database and files and contacting case manager and/or parents to obtain initial billing consents and yearly renewal of consents if required. Responsible for all follow up necessary to obtain MA billing consent. Submits monthly paperwork and attendance documentation to SCRED, works closely with nursing staff and trains staff on how to complete MA paperwork.
2. Responsible for annual and periodic verification of MA eligible/billable students districtwide using the state's website and IEP information.

Tuition Billing:

1. Responsible for maintaining tuition billing files for resident and non-resident students that come from the Bill It system, obtaining district signature on tuition agreements, sending copies of IEP's, filing agreements and sending back to resident district and forwarding tuition bills to accounts payable for payment. Fairview Day Treatment Program: Record and process enrollments and withdrawals and send billings to resident districts. Maintain records of such for the Director of Business Services.

Local Collaborative Time Study (LCTS):

1. Coordinates and assists the Unique Learners Manager and district LCTS Coordinator with all aspects of LCTS participant training, including scheduling and notifying participants about upcoming training, assisting with facilitation of training, collating training materials for all participants and new hires.
2. Serves as the LCTS code validator for district.

MARSS (student system):

1. Work with District Technology Coordinator on MARSS. Update MARSS records for special education - transportation records, non-resident reports and State ID numbers.

Other Responsibilities:

1. Assist with training coordination, meeting scheduling and clerical projects as assigned by District Administrators and SCRED staff.
2. Responsible to serve as backup District Office receptionist as directed. Represent the school to the community; provide factual information being aware of data privacy laws, help or direct them as needed. Answer phone calls and forward them to the proper person or area.
3. Maintain confidentiality as per mandated data privacy laws.
4. Other duties as assigned by District Administration.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

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