

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Special Services Secretary

Purpose:

The job of the Special Services Secretary was established for the purpose(s) of providing a variety of secretarial support to assigned administrator and department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

Essential Functions:

- Compiles data (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, personnel to proctor all exit assessments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic document files and records (e.g. work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that address school operations.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, governments agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions:

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent job related software applications; preparing and maintaining accurate records; and planning and managing projects.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation to write routine reports and correspondence; and office methods and practices.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information; reading and interpreting documents; adapting to

changing work priorities; working with detailed meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Performance Responsibilities:

- Preparation and processing all special education purchase orders, travel requests, and reimbursement requests.
- Maintaining special education budget and preparing periodic statements to special education staff.
- Reporting information for staff reimbursement claims through Outreach.
- Preparing state reimbursement claims for special education personnel.
- Processing payments to other educational sources (NSSEO, LICA, private schools, etc.).
- Registering special education students in appropriate summer school programs and coordinating placement with Instruction and Transportation Departments.
- Maintaining database for Crisis Prevention Intervention (CPI), CPR and First Aid training; working with facilitators to invite those needing initial or refresher training.
- Preparing monthly tuition statements for the Children's Circle program.
- Assisting District Records Custodian in maintaining temporary and permanent records, including coordination/fulfillment of records requests.
- Coordinate home-bound tutoring requests and Proportionate Share services.
- Maintaining databases for inventory of Department curriculum and physical assets.
- Assuming other duties and responsibilities as assigned by the Director of Special Services or designee.

Education and/or Experience:

- Associates Degree required and a Bachelor's Degree preferred.
- One to three years previous office work experience preferably in the human resources field.
- Ability to operate a computer and related software such as Microsoft Office, Skyward, and GoogleDocs.
- Use of computers, PC and Mac, copiers, fax machines, laminating equipment, and other office equipment.
- Must be able to pass a typing test at 55 words per minute.

FLSA Status: Non-Exempt

Employee Group: SASP

Work Year: Twelve Months

Reports to: Director of Special Services

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	5%
Walking	5%
Sitting	90%

Coordination

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory – Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	100%
Outside	0%