

NORTHRIDGE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SECRETARY TO THE SPECIAL EDUCATION SUPERVISOR	File 225
Reports to:	Special Education Supervisor	
Job Objectives:	Provide administrative support to the district's Special Education Department, ensuring efficient operation of programs and compliance with state and federal regulations. This position requires strong organizational skills, attention to detail, and the ability to handle confidential information with discretion.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma or GED and a satisfactory pre-employment skill test score.· Post-secondary training is desirable.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documented evidence of a clear criminal record.· Congenial telephone etiquette.· Proficient in office protocol and the use of business equipment.· Proficient in the use of computer software and maintenance of office records.· Proficient in data entry, spelling, proofreading, and the correct use of grammar.· Ability to apply basic mathematical concepts.· Multitasking ability and strong interpersonal skills.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Performs secretarial and administrative support functions. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.· Refers inquiries requiring policy interpretation to administrative staff.· Answers the telephone. Directs calls based on the nature of the inquiry. Takes messages. Manages calls efficiently to keep telephone lines open.· Maintains an office calendar. Schedules appointments as directed.· Maintains inventory of department supplies and instructional materials and enters requisitions as needed.· Respects personal privacy. Maintains the confidentiality of privileged information.· Processes incoming, outgoing, interoffice mail and faxes.· Maintain student special education records, both electronically and on paper, in compliance with IDEA, FERPA, and the district policies.· Prepare, process and distribute special education correspondence, including IEP meeting notices, evaluation reports and prior written notices.· Process incoming and outgoing records requests for special education students.· Track timelines for IEP's, evaluations, and re-evaluations to ensure compliance with legal requirements.· Create and maintain special education spreadsheets for student caseloads in order to track compliance dates and share with Intervention Specialists.· Schedule and coordinate IEP, 504, and other special education-related meetings with staff, parents, and service providers.	

- Maintains special education student records. Responds to requests for information. Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, ProgressBook, IEP Anywhere, Final Forms, etc.).
- Assists Special Education Supervisor in preparing state and federal reports.
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Provides clerical assistance to psychologists, speech therapists, and county office staff assigned to the district. Provides assistance to other departments as directed.
- Fills-in at the front office as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a positive and courteous attitude when dealing with others. Communicates professionally with parents, staff, and outside agencies.
- Accepts responsibility for personal decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.
- Completes Public School Works training as required by the district.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Completes detailed paperwork accurately.
- Operates office equipment efficiently and accurately.
- Lifts, carries, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Northridge Local School District Board of Education.

The Northridge Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: August 21, 2025

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature of Employee

Date