

**FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Secretary for Appraisal  
**Exemption Status/Test:** Nonexempt  
**Reports to:** Principal  
**Dept./School:** Secondary Campus

**Date Revised:** August 18, 2021

**Primary Purpose:**

Perform all secretarial duties and any other tasks as assigned by Coordinator of Special Education

**Qualifications:**

**Education/Certification:**  
High School diploma or GED

**Major Responsibilities and Duties:**

**Records, Reports and Correspondence**

1. Maintain students' audit folders, special education manager electronic database.
2. Input and maintain special education data into e-Sped/ASCENDER database.
3. Schedule staffing and ARDs as needed, coordinating the schedules of the special education coordinator, administrators, counselors, teachers and related service personnel.
4. Distribute copy of completed student assessment report(s) to special education teacher, classroom teacher and related service personnel, verifying that all parties have read/seen report via sign in log.
5. Process paperwork as directed after completion of ARD and distribute ARD Packet to special education teacher and related service personnel.
6. Maintain assessment log for Initial referral, three year re-evaluation and transfer students.
7. Prepare special education records for parents to hand-carry to new PCS

location.

8. Complete request for special education records from transfer/recipient school District either via e-mail, fax or U.S. mail.
9. Coordinate an end-of-year transfer of special education records.
10. Comply with the Operating Procedures for Special Education Services as outlined for the Military Cooperative.

### **Reception and Phones**

11. Contact parents to schedule ARDs and intakes.
12. Prepare parent ARD invitation letter and mail to parents after scheduling ARD.
13. Direct or address incoming calls as needed.
14. Communicate with other school districts regarding student's previous placement in special education.

### **Files**

15. Maintain current students' audit files.
16. Maintain record for several years of students who did not qualify for services, no longer receive special education services due to dismissal or transfer to other districts.
17. Dispose or disburse records according to parents' wishes or school district policy.

### **Accounting and Inventory**

18. Order office supplies as needed for the Appraisal office and prepare purchase requisition to submit to principal's office. Receive/check-in supplies upon delivery.

### **Other**

Perform other duties relating to Special Education. Assist special education coordinator, administrators, counselors and teachers regarding special education in whatever capacity as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Computer, printed, copier, fax machine, telephone, postage machine and multi-line phone system.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Promote teamwork and interaction with fellow staff members.
- Maintain confidentiality of information.
- Alternative Methods of Performing Duties.
- Perform other duties as assigned.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Approved by:

Campus Administrator

Date:

Reviewed by:

Employee

Date:

Logged by:

Central Office Representative

Date:

