



Job Title: Secretary to Director of Special Education

Exemption Status: Nonexempt

Reports to: Director of Special Education

Date Revised: September 2026

Dept. /School: Special Education

Pay Grade: P17

Primary Purpose:

To assist in the routine work activities of a school district department office and provide clerical and administrative services to the Director of Special Education and other staff members.

Qualifications:

Education/Certification:

- High School Diploma, or equivalent
- Certified Educational Office Professional (CEOP) certification, preferred

Experience:

- Minimum three (3) years of secretarial experience in a public school
- Minimum of two (2) years of secretarial experience in a central office position, preferred

Special Knowledge/Skills:

- Good telephone and public relations skills
- Effective communication and interpersonal skills
- Proficient skills in keyboarding, word processing, and file maintenance.
- Working knowledge of basic office procedures and the operation of standard office equipment/machines
- Strong written and oral communication skills, including grammar and spelling
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department
- Ability to multitask numerous complex administrative activities
- Ability to read, analyze, and interpret general business and technical publications
- Ability to apply common sense understanding to carry out written, oral, or diagram instructions
- Ability to work with numbers in an accurate and rapid manner
- Strong organizational and interpersonal skills
- Detail oriented
- Ability to work well with a diverse population
- Working knowledge of Skyward, Kronos, Excel, Word, and PowerPoint, preferred
- Bilingual (Spanish), preferred

Major Responsibilities and Duties:

1. Receive visitors and telephone calls; respond to general inquiries about the functions of the department; screen those that can be handled without the Director's assistance.
2. Process incoming and outgoing mail, as well as A-location email correspondence.
3. Maintain adequate materials and office supplies to support efficient, effective department operations.
4. Utilize office technology (e.g., fax machines, copy machines, electronic staplers/hole punches, etc.) to complete tasks and maintain operational readiness of equipment.
5. Maintain department staff attendance records (e.g., Kronos).
6. Maintain position inventory of all SPED positions and payroll costing.



7. Assist with the development of the department office budget and maintain ledger records and other bookkeeping tasks as needed.
8. Prepare and maintain purchase orders, check requests, invoices, reimbursements, etc.
9. Prepare and manage requisitions and other personnel action requests for department personnel changes and new hires, as needed.
10. Compose minutes, correspondence, memoranda, reports, forms, and similar materials in final form and submit to the appropriate entity.
11. Maintain appropriate files and records associated with responsibilities.
12. Maintain the Director's calendar, schedule meetings, and prepare meeting materials as requested.
13. Assist other department professional staff with appointments, scheduling meetings, material preparations, and other secretarial tasks.

Professional Effectiveness

14. Maintains confidentiality and integrity of information handled within the office.
15. Articulate support for the mission, philosophy, strategic plan, goals/objectives, policies, and procedures of Garland ISD.
16. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy.
17. Use effective communication skills to present information accurately and clearly.
18. Complete work efficiently, accurately, and promptly.
19. Show initiative by assuming routine office functions and duties.
20. Relate to staff, students, and parents in ways that convey mutual respect, concern, and high expectations.
21. Demonstrate effective organization skills.
22. Demonstrate effective technology skills, including the use of appropriate software and keyboarding skills.
23. Accept responsibility for the care and protection of district property..

Personal Effectiveness

24. Determine priorities and maintain office controls to ensure the timely accomplishment of assigned tasks.
25. Demonstrate professionalism in dealing with students, parents, community members, and colleagues.
26. Exert a positive influence, demonstrating a "can-do" attitude and fostering a collaborative work environment.
27. Maintain a problem-solving mindset, approaching problems with tact, directness, and integrity.
28. Maintain professional behaviors, including appearance, daily attendance, punctual arrival, and orderly workspace.
29. Maintain mental alertness and physical ability to perform job functions.
30. Demonstrate interest in acquiring new skills and knowledge.
31. Pursue professional development through reading, attending conferences/training, and being involved with related associations and/or organizations.
32. Perform all other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)



Environment: May work prolonged or irregular hours; occasional district-wide travel

Mental Demands: Work with frequent interruptions; coordinate multiple tasks; maintain emotional control under stress; maintain confidentiality as required by FERPA

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____