Job Title: Secretary Special Education | **Exemption Status: Nonexempt**

Reports to: Assistant Director Special Education | **Date Revised:** October 2026

Dept./School: Special Education | **Pay Grade**: P16

Primary Purpose:
To assist in the routine work activities of the Special Education office and provide clerical and administrative services to the Assistant Director of Special Education and other staff members.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Certified Educational Office Professional certification (CEOP), preferred

Experience:

- Three years successful secretarial experience, preferably in public school
- Two years successful secretarial experience in a central office position, preferred
- Computer experience, MSOffice Suite, Outlook
- Oracle/Tyler Munis experience, preferred

Special Knowledge/Skills:

- Excellent 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 common 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 of the department
- Ability to multi-task 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
- Bilingual (Spanish) preferred

Major Responsibilities and Duties

1. Receive visitors and telephone calls; respond to general inquiries about functions of the department; screen those which can be handled without a supervisor's assistance
2. Process incoming and outgoing mail
3. Maintain adequate materials and office supplies for efficient and effective department functions
4. Utilize office technology (e.g. fax machine, copy machines, electric staplers/hole punches, etc.) to complete tasks and maintain operational readiness of equipment
5. Compose minutes, correspondence, memoranda, reports, forms, and similar materials in final form

6. Maintain Assistant Director's calendar, schedule meetings, and prepare materials for meetings as requested
7. Prepare and maintain purchase orders, check requests, invoices, reimbursements, etc.
8. Maintain appropriate files and records associated with responsibilities.

Professional Effectiveness

9. Maintains confidentiality and integrity of information handled within the office
10. Articulate support for the mission, philosophy, strategic plan, goals/objectives, policies, and procedures of Garland ISD
11. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy
12. Use effective communication skills to present information accurately and clearly
13. Complete work efficiently, accurately, and promptly
14. Show initiative to assuming responsibility for routine office functions, duties, and responsibilities
15. Relate to staff, students, and parents in ways that convey mutual respect, concern, and high expectations
16. Demonstrate effective organization skills
17. Demonstrate effective technology skills, including use of appropriate software and keyboarding skills (including Microsoft Office Suite)
18. Perform other duties as assigned

Personal Effectiveness

19. Determine priorities and maintain office controls to ensure timely accomplishment of assigned tasks
20. Demonstrate professionalism in dealing with students, parents, community members, and colleagues
21. Exert a positive influence demonstrating a "can do" attitude and fostering a collaborative work environment
22. Maintain a problem solving mindset, approaching problems with tact, directness, and integrity
23. Maintain professional behaviors, including appearance, daily attendance, punctual arrival, and order workspace
24. Maintain mental alertness and physical ability to perform job functions
25. Demonstrate interest in acquiring new skills and knowledge

Supervisory Responsibilities:

None

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, including 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 districtwide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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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 _____