



## Special Education Records Secretary

Harrisburg S D - Job Description

### JOB INFORMATION

Title: Special Education Records Secretary

FLSA: X Exempt Non-Exempt  
Employee Group: AFSCME  
Shift: Day  
LastEditedOn: 5/20/2025  
LastApprovedOn:

Locations: Building X Central Office

### ORGANIZATION

County: Dauphin  
Entity: Harrisburg S D  
Department: Special Education  
Reports To: Director of Special Education and Coordinator of Special Education Services

### JOB SUMMARY

The Special Education Records Secretary supports the operation of the Special Education office by compiling and providing efficient record keeping of special education files and other clerical services. This individual provides clerical support to the School-Based ACCESS Coordinator and Special Education Supervisors in a timely fashion, by creating, supporting, filing, and organizing special education documentation.

### Essential Functions

Maintain strict confidentiality with student records and information.

Work with registrars to identify Special Education and 504 students who have registered or transferred from other schools.

Prepare and process special education records requests for all students from both in-state and out-of-state schools.

Respond to records requests from other districts for withdrawn Harrisburg School District students and transfer records as requested.

Inform Special Education Supervisors as soon as records are received, and the status of obtaining records for each student.

Understand and accurately utilize eSchool and IEPWriter.

Compile and maintain district special education files for each student in accordance with district guidelines.

Maintain audit files for special education students, including data entry, copying and filing.

Participate in team meetings and required professional development activities.

Process all Social Security Disability inquiries.

Provide and maintain good public relations with team members, administration, staff, students, parents, and other school districts.

Perform other duties as assigned (the foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required).

Other duties as assigned by the Director of Special Education

Performs in accordance with school policy, administrative regulations, state and federal laws.

Performs other duties as assigned.

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

| Education Level | Education Details | Req | Pref |  |
|-----------------|-------------------|-----|------|--|
|                 |                   |     |      |  |

### Licenses and Certifications

| Enter Licenses/Certifications | Lic/Certification Details | Req | Pref |  |
|-------------------------------|---------------------------|-----|------|--|
| Valid PA Driver's license     |                           | X   |      |  |

## SPECIFIC SKILLS

|  |                                                                                                                         |
|--|-------------------------------------------------------------------------------------------------------------------------|
|  | Proficient with eSchool and IEPWriter or similar special education software                                             |
|  | Proficient in the use of Microsoft Excel, Word, PowerPoint, Goggle Docs, and Microsoft Teams                            |
|  | Experience working in a team environment                                                                                |
|  | Excellent interpersonal skills                                                                                          |
|  | Excellent organizational skills and attention to detail                                                                 |
|  | Excellent computer skills; experience working with data entry as well as working with detailed data.                    |
|  | Ability to effectively analyze data, present information and respond to questions.                                      |
|  | Ability to define problems, collect data, establish facts, and draw valid conclusions.                                  |
|  | Ability to apply reasoning ability to practical situations.                                                             |
|  | Ability to multi-task, learn new tasks quickly and be a self-starter.                                                   |
|  | Ability to read and comprehend correspondence, memos, instructions, and documents, and procedural manuals.              |
|  | Ability to write reports and correspondence clearly and concisely and using correct grammar, spelling, and punctuation. |
|  | Ability to speak effectively.                                                                                           |

### Reasoning Ability

|  |                                                                                                                                 |
|--|---------------------------------------------------------------------------------------------------------------------------------|
|  | Ability to apply simple understanding to carry out instructions furnished in written, oral and/or diagram form.                 |
|  | Ability to deal with problems involving a variety of concrete variables in situations where only limited standardization exist. |
|  | Ability to define problems, collect data, establish facts and draw valid conclusions.                                           |

### Other Skills and Abilities

|  |                                                                                                                         |
|--|-------------------------------------------------------------------------------------------------------------------------|
|  | Ability to operate computers and related software. Ability to operate a scanner, telephone, and other office equipment. |
|  | Ability to interact positively with staff and the school community.                                                     |
|  | Ability to communicate clearly and concisely both in oral and written form.                                             |

|  |                                                                                                                                                  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Ability to work independently, to function effectively in a fast-paced, multi-tasking environment and to interact positively with the community. |
|  | Ability to perform duties with awareness of compliance with related district policies, administrative regulations and state requirements.        |

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Standard ADA Settings

|                        |                                                                                                |
|------------------------|------------------------------------------------------------------------------------------------|
| Standard ADA Selection | <b>X Office</b><br><b>Classroom</b><br><b>Other(to include Physically Demanding Positions)</b> |
|------------------------|------------------------------------------------------------------------------------------------|

*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

|                                     | Physical Demand                                                  | Rarely | Occasionally | Frequently | Constantly | Weight  |
|-------------------------------------|------------------------------------------------------------------|--------|--------------|------------|------------|---------|
| <input checked="" type="checkbox"/> | Sitting                                                          |        |              | x          |            |         |
| <input checked="" type="checkbox"/> | Standing                                                         |        | X            |            |            |         |
| <input checked="" type="checkbox"/> | Walking                                                          |        | X            |            |            |         |
| <input checked="" type="checkbox"/> | Talking: On the phone; person-to-person, and in groups           |        |              |            | X          |         |
| <input checked="" type="checkbox"/> | Hearing: On the phone; person-to-person, and in groups           |        |              |            | X          |         |
| <input checked="" type="checkbox"/> | Vision: Near, midrange, far, peripheral, depth and color         |        |              |            | X          |         |
| <input checked="" type="checkbox"/> | Driving Requirements (personal vehicle, and/or company vehicle): |        | X            |            |            |         |
| <input checked="" type="checkbox"/> | Machines or tools used: Computer:                                |        |              |            | X          |         |
| <input checked="" type="checkbox"/> | Machines or tools used: Telephone                                |        |              | X          |            |         |
| <input checked="" type="checkbox"/> | Pushing/Pulling/Lifting(Enter Weight)                            |        | X            |            |            | 40 lbs. |
|                                     |                                                                  |        |              |            |            |         |

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

|  |                   |
|--|-------------------|
|  | Working Condition |
|--|-------------------|

- ☒ Subject to inside environmental conditions