



IBERIA PARISH SCHOOL BOARD

JOB DESCRIPTION

SECRETARY (SPECIAL SERVICES)

QUALIFICATIONS

1. High school diploma or its equivalent.
2. Proficiency in typing and filing.
3. Ability to communicate effectively with professional staff, peers, parents, and the community.

REPORTS TO

Director of Special Education Services

PERFORMANCE RESPONSIBILITIES

1. To correspond with other agencies to obtain records on students and/or potential students being evaluated.
2. To assist in the scheduling of students for services through such activities as the notification to parents of appointments.
3. To maintain accurate and contemporary files and tracking on students referred for the identification/evaluation system.
4. To coordinate clerical efforts to facilitate the scheduling of students for public health and other clinics.
5. To maintain inventory of all office supplies.
6. To operate available equipment; e.g., calculator, Xerox machine, computer equipment, etc.
7. Typing and correction of evaluation reports.
8. To serve as manager of confidentiality requirements.
9. To demonstrate effective communication skills with all involved parties in the workplace.
10. Performs other duties as assigned by appropriate authority.
11. All employees are subject to Drug/Alcohol testing in accordance with Policy GAME.

EVALUATION

Performance in this position will be evaluated at least once annually in accordance with Board Policy

Reviewed and Agreed to: _____
Employee's Signature

Date: _____

Received By: _____
Name and Title

Date: _____