
Job Description for Special Education Secretary

JOB TITLE:	Special Education Secretary
DEPARTMENT:	Special Education
REPORTS TO:	Supervisor of Operations of ASD Dept./Assistant Superintendent/Special Education
WORK LOCATION:	Administrative Building
WORK SCHEDULE:	Full time; 260 days
SALARY SCHEDULE:	Exempt from union membership; salary and benefits determined by Board policy

REPLACEMENT QUALIFICATIONS:

Education: High school diploma or an acceptable alternate-based high school equivalency

Experience: Three to five years secretarial experience
Experience working in a school environment preferred

Other knowledge, skills and abilities:

- Skills and ability to operate a multi-line telephone and various office equipment such as computer, multi-function copier/printer, folding machine, etc.
- Strong interpersonal and communication skills to interact effectively with professional/classified staff, general public, and other visitors to the organization.
- Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above.
- Strong organizational skills and the ability to work independently as well as schedule and produce work in a timely manner.
- Strong technology and software application skills to include use of Student Information Systems software (exp.: Skyward). Strong knowledge of and ability to use the Microsoft Office Suite, especially, Word, Excel, Publisher and PowerPoint. Knowledge of and experience using Google applications and other web based applications is necessary.
- Broad knowledge of Ionia County ISD operations and policies.
- High level of discretion and integrity

GENERAL OFFICE DUTIES AND RESPONSIBILITIES:

- Manage basic duties of an office such as answering phones and greeting visitors
- Prepare and manage correspondence, reports and documents
- Organize and coordinate meetings, conferences, travel arrangements
- Take, type and distribute minutes of meetings
- Implement and maintain office systems
- Maintain schedules and calendars
- Arrange and confirm appointments
- Organize internal and external events
- Handle incoming mail and other material
- Set up and maintain filing systems
- Set up work procedures
- Collate information
- Maintain databases
- Communicate verbally and in writing to answer inquiries and provide information
- Liaison with internal and external contacts
- Coordinate the flow of information both internally and externally
- Operate office equipment
- Manage office supplies
- Attend trainings as assigned by supervisor and/or recommended by Lead Secretary
- Assists other district secretaries/offices as needed
- All other duties as assigned

PROGRAM SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist with ISD special events such as Opening Day, PAC Banquet, etc.
- Collect, maintain, and submit SCECHs (State Continuing Education Clock Hours)
- Maintain student data for various ISD programs

Assists the Lead Secretary in the following areas:

- Coordinates and plans all aspects of parent/family events; assigns staff as needed
- Assists with extended school needs
- Assists in Medicaid billing training for ASD Health Care Aides (HCA) and the staff maintenance of the system.
- Responsible for maintenance of Relias training for all ASD staff.
- Responsible for registering all ASD employees for full day trainings and refreshers; maintain training records to keep staff current on trainings
- Maintains CMAC grant information and helps with grant preparation and maintenance.
- Coordinates and sets up coaches training. (Minimum of 6 trainings per year)
- Maintains files for students and financial reports.
- Maintains department calendar of events (i.e. professional development, staff meetings, etc.) and coordinates room reservations and registrations, as necessary.
- Assists in the preparation of in-service materials
- Responsible for monitoring information on the ASD department website.

- Assists in other school related duties as requested by the Lead Secretary and/or Supervisor.

BUSINESS/HR DUTIES AND RESPONSIBILITIES:

- Reconcile monthly credit card statement

Assists the Lead Secretary in the following areas:

- Receives and processes all purchase requisitions including assignment of account numbers, communications with vendors, maintenance of purchase records and insuring proper inventory
- Assign substitute personnel and maintain records of days worked, evaluations and applications
- Monitoring of employee system (WillSub) and verifying all timesheets for personnel and substitutes
- Maintain and update employee database
- Assist with the hiring process

LANGUAGE SKILLS:

Ability to effectively present information and respond to questions from groups of administrators, staff, student, parents, and the general public. Communicate clearly and concisely both orally and in writing.

MATHEMATICAL SKILLS:

Basic math skills are required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee's physical presence is an essential job function. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, bend, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

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. The noise level in the work environment is usually quiet.

TRAVEL:

The employee may travel to professional development conferences/trainings and to other events as necessary and/or assigned.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

Revised 4/4/2017