



## Lafayette Parish School System Job Description

**Job Title:** Secretary I – Special Education, Bilingual  
**Department:** Special Education  
**Reports To:** Pupil Appraisal Team Leader  
**Approved Date:** 07/2024

**Salary Scale:** Support  
**Pay Grade:** Pay Grade 3  
**FLSA Status:** Non-exempt  
**Days:** 244-days  
**2002 Sales Tax Eligible:** No

**SUMMARY OF POSITION:** To perform all administrative assistant duties required by their supervisor in addition to interpreting/translating services for the Department of Special Education.

**QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE:** High school diploma or state-issued high school equivalency credential (i.e., GED, HiSET, TASC); Three years of secretarial or general office clerical experience; Fluent in one or more languages other than English.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Serves as a liaison between the Department of Special Education, school personnel, and parents to facilitate communication in regard to special education.
- Communicates tactfully and courteously with students, parents, staff, and the general public in person, by phone, or through written correspondence
- Provides interpretation of oral conversations as requested.
- Provides translation of written documentation as requested.
- Reproduces and distributes materials as directed by supervisor
- Knowledge of computer software including, but not limited to (Google, Google Drive, Microsoft Office Access, Excel, PowerPoint, and Word).
- Assist with clerical workload as assigned by supervisor
- Maintains record keeping system in accordance with office requirements.

**METHOD OF EVALUATION:** Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

### **PROFESSIONALISM AND CONDUCT STANDARDS:**

**Quality of Work** - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

**Availability** - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

**Communication Skills** - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

**Interpersonal Skills / Teamwork** - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

**Personal Impact** - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

**Productivity** - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in

self and others and accepts responsibility for his/her own actions

**Adaptability** - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

**Policy** – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

**EXPECTATIONS:**

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

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. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date