



Lapeer County Intermediate School District JOB DESCRIPTION

SECRETARY for SPECIAL EDUCATION - CONSORTIUM OF EXCEPTIONAL CHILDREN (CEC)

Employee Group: Non-Represented Support Staff (NRSS)
FLSA: Non-Exempt
Supervisor: Coordinator of Special Education - Consortium for Exceptional Children (CEC)

Qualifications

Education

1. Required: High School Diploma or High School Equivalency
2. Preferred: Associate Degree or higher degree in business administration or related field

Work Experience

1. Required: Recent and relevant experience in a comparable capacity
2. Preferred: Recent and relevant experience in a comparable capacity in a school setting or educational environment

Knowledge (Preferred)

Has knowledge of:

1. Basic bookkeeping and recordkeeping procedures
2. Basic office processes and procedures
3. Specialized educational programs and procedures (e.g., Career and Technical Education (CTE), Special Education, Adult and/or Community Education)
4. Student information management systems (e.g., Synergy, PowerSchool, Skyward, CIMS, EDPlan, etc.)
5. Finance/HR information management systems (e.g., eFinance, Munis, Skyward, etc.)
6. Medicaid billing

Proficiencies

Is proficient in use of:

1. Standard office equipment
2. Microsoft Office products
3. Adobe products
4. Google applications

Skills

Possesses excellent:

1. Written and verbal communication skills
2. Organizational skills
3. Interpersonal skills

4. Analytical and problem-solving skills
5. Customer service skills

Abilities

Is able to:

1. Prioritize and multi-task
2. Take initiative
3. Exercise sound judgment when handling confidential information
4. Maintain student confidentiality at all times
5. Adhere to timelines and meet deadlines
6. Perform basic math calculations
7. Work independently, as well as part of a team
8. Prepare and maintain accurate records and reports
9. Remain composed in stressful and difficult situations
10. Establish and maintain a good rapport and positive relationships with all individuals encountered during the performance of work duties and responsibilities
11. Prepare correspondence and other documents using correct grammar, punctuation, spelling, and sentence structure
12. Work efficiently through the use of current technology and keep up with changes in technology

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities

Character

It is expected that all employees:

1. Have a strong work ethic
2. Possess a positive attitude
3. Be trustworthy
4. Maintain personal and professional integrity
5. Conduct themselves in a professional, respectful and civil manner at all times
6. Positively represent the ISD and its local districts
7. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment.

Essential Job Duties and Responsibilities

1. Provide secretarial support to the Coordinator of Special Education - Consortium for Exceptional Children (CEC) and other administrators and professional staff as-needed (e.g., filing, copying, faxing, processing of mail, scheduling of meetings and appointments, etc.)
2. Coordinate or assist with the coordination of:
 - a. Scheduling IEPs and processing of related paperwork
 - b. Enrolling new students (e.g., 30-day placements, Section 53 verifications, etc.)
3. Develop or assist with the development of Cooperative Agreements (Section 105c) and reports for Superintendents
4. Maintain records pertaining to:

- a. Students, including those maintained manually and in Synergy (e.g., IEPs, enrollment, drops/adds, report cards, progress reports, attendance, discipline, seclusion & restraint, etc.)
 - b. Transportation
 - c. Caseloads
 - d. Personnel inventory
 - e. CEC budget
 - f. CEC lending library
5. Assist with:
- a. Planning and organizing events (e.g., workshops, in-services, trainings, etc.)
 - b. Maintenance of timelines and compliance with Special Education laws
6. Complete State and other mandated reporting and record-maintenance requirements (e.g., grants, Fall and Spring pupil membership counts, social security, random moment time studies, ADA, Medicaid, etc.)
7. Prepare correspondence and other documents (e.g., memos, flyers, brochures, contracts, etc.)
8. Order and manage supplies, materials and forms
9. Work cooperatively as a member of the support staff and back-up other support staff as necessary
10. Report for work on-time as scheduled
11. Perform duties and responsibilities in accordance with board policies and administrative guidelines
12. Perform other related duties and responsibilities as assigned

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