



TITLE:	SPED Campus Secretary	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Assessment and Compliance Coordinator	TERMS:	179 Days
DEPARTMENT:	Special Education	PAY GRADE:	PT5

PRIMARY PURPOSE:

Support the campus special education evaluation team (Diagnostician, School Psychologist, Speech Language Pathologist), Related Service personnel and the department secretary team (PEIMS, SHARS, etc) in a variety of ways. Provide assistance with special education compliance related to the ARD/evaluation process and services by completing needed tasks including, but not limited to: translation (if bilingual), clerical duties, record maintenance, auditing, organization, material inventory/distribution, communication with parents/school personnel and adherence to federally mandated timelines.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Effective communication and interpersonal skills

Ability to maintain accurate and auditable records

Proficient use of technology

Experience:

Previous clerical experience in an office setting

Previous special education experience preferred

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular district-wide travel to multiple work locations as assigned; moderate lifting and carrying. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, work frequent prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually low to moderate, but occasionally will be excessive.

Essential Functions:

1. Assist the campus evaluation team in adhering to federal, state, and/or department mandated ARD and evaluation timelines.
2. Develop, maintain, and communicate timelines associated with ARDs, evaluations, and other meetings collaboratively with the Diagnostician, School Psychologist, Speech Language Pathologist, Instructional and Related Services staff, campus administrators and parents.
3. Communicate meeting notifications to parents and school personnel within required timelines.



4. Maintain a log of calls/contacts and document statements regarding participation and/or attendance at ARDs and/or staffings.
5. Support the referral and reevaluation process outlined by the Department of Special Education for compliance.
6. Collect and/or disseminate evaluation and ARD information to appropriate staff, parents/guardians, and or adult students.
7. Maintain the digital State Audit Folder filing system which allows campus or district personnel to locate filed documents upon request in accordance with district guidelines.
8. Collect, maintain, and organize digital assessment data and protocols.
9. Assist in the auditing of ARD and FIE compliance, as needed.
10. Assist with the management of inventory documentation.
11. If bilingual, assist with translation needs including but not limited to: ARDs, parent/student communication, speech therapy and language dominance screening.
12. Successfully interact with district employees, parents, students, and district patrons. Establish and maintain public relation efforts designed to enhance the image of the position.
13. Adhere to federal and state laws pertaining to special education.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date