TITLE:	**SPED/504 Campus Secretary**	**STATUS:**	**Non-Exempt/At-Will**
REPORTS TO:	**Special Education Coordinator, 504 Coordinator, Campus Principal**	**TERMS:**	**179 Days**
DEPARTMENT:	**Assigned Campus**	**PAY GRADE:**	**PT5**

PRIMARY PURPOSE:

Facilitate the efficient operation of a 504 Coordinators office and support the campus Special Education evaluation team. Provide clerical services for the school's 504 Coordinator office and translation assistance as needed to all 504 and special education meetings.

QUALIFICATIONS:

Education/Certification:
High School Diploma of 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:
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, and occasionally work prolonged and/or irregular hours. 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 work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Assist the campus 504 Coordinator and/or department as needed.
2. Assist students, teachers, parents and community members as needed.
3. Type all written correspondence and properly route.
4. Receive all incoming calls for 504 Coordinator's office, tke reliable messages and route to appropriate staff.
5. Maintain proper physical and computerized files for the administrative office to include inventory of supplies, mailing lists, records (current and previous years), logs and office communication.
6. Assist 504 coordinator in scheduling all meetings.
7. Collect and/or disseminate evaluation and provide information to appropriate staff, parents/guardians, and or adult students.

8. Maintain proper physical and computerized files for the administrative office to include inventory of supplies, mailing lists, records (current and previous years), logs and office communications and be able to locate filed documents upon request in accordance with district guidelines.
9. Collect, maintain, and organize digital assessment data and protocols.
10. Run PEIMS reports and correct any mistakes on a weekly basis.
11. Translate 504 meetings and Special Education meetings as needed by the campus. Including but not limited to: ARDs, 504 meetings and parent/student communication.
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. Demonstrate expertise in and comply with applicable federal, state and district policies and procedures. Able to research information and cite sources when requested.
14. Demonstrate proficiencies in other office positions through cross training.

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.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.

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
_____	_____	_____
Supervisor Signature	Printed Name	Date