

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

TITLE:	Program Secretary
REPORTS TO:	Program Supervisor/Executive Director
QUALIFICATIONS:	High School Diploma Computer knowledge Knowledge in operation of office equipment Organizational and communication skills
EVALUATION:	Conducted on an annual basis in accordance with Cooperative guidelines
TERMS OF EMPLOYMENT:	Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE

RESPONSIBILITIES:

Technical Skills

- Provides clerical support to program supervisors
- Types and proofreads reports and correspondence and prepares for dissemination as directed by program supervisor
- Maintains files, records and directories
- Monitors student files, returning drop files to resident districts annually
- Copies and distributes materials
- Communicates with staff, parents and district staff to schedule meetings and appointments or relay pertinent information as requested
- Takes clear, concise messages for program supervisor, prioritizes and relays messages from parents, staff and district personnel
- Prepares materials for department meetings and workshops
- Creates requisitions and enters information into treasurer's office system, sends POs
- Monitors and tracks program budget accounts when requested by program supervisor
- Processes paperwork to reimburse staff for travel expenses and internal substitute expenses
- Tracks and orders supplies used by program staff

Communication Skills

- Performs as integral member of clerical team

- Maintains high level of confidentiality of student-related information
- Assists in answering telephone calls to the Cooperative
- Greets guests to the office and offers appropriate assistance
- Assists co-workers with projects as needed
- Relates in a helpful, positive and efficient manner with peers, supervisors and parents

Professionalism

- Follows policies and procedures of SWCCCASE
- Demonstrates flexibility and is adaptable to change
- Uses judgment appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Demonstrates continual assessment of personal effectiveness and responds professionally to feedback
- Participates in professional growth activities
- Actively participates in the evaluation process
- Maintains a clean work area
- Dresses appropriately

Performs other duties as assigned