



**THOMASTON BOARD OF EDUCATION**  
**Thomaston, Connecticut**  
**Position Description**

<b>JOB TITLE:</b>	Pupil Personnel Services Administrative Secretary
<b>DEPARTMENT:</b>	Pupil Personnel Services
<b>REPORTS TO:</b>	Director of Pupil Personnel Services

**POSITION SUMMARY/PURPOSE**

Under the supervision of the Director of Pupil Personnel Services, keeps legal special education records such as IEP's and other records; does general typing and filing; and other related duties as required.

**ESSENTIAL FUNCTIONS**

- Provide confidential secretarial services to District Administrator using discretion with frequent sensitive student issues, as well as matters of concern involving department staff members.
- Maintain administrator's calendar and schedule of appointments.
- Analyze urgent situations accurately and exercise judgment in taking effective action when dealing with parents, students, and co-workers of all levels.
- Maintain awareness of and compliance with federal and state regulations regarding Special Education.
- Responsible for submitting and maintaining accurate information to the SEDS & SEDAC database system which reports directly to the State.
- Responsible for maintaining accurate records in the Special Education section of PowerSchool.
- Track, organize, and maintain extensive confidential files on all special education students in the District.
- Track necessary information for students on 504 plans, as well as foster students.
- Work closely with Special Education Department Heads at Thomaston Public School locations and alternative sites regarding special education students.
- Maintain close communication and working relationship with district personnel, assistant principals, school psychologist, counselors, and representatives from outside agencies.
- Manage all aspects of the Special Education office currently located at Black Rock School.
- Maintain close and cooperative communication and working relationship with special education personnel at all feeder schools.
- Act as liaison for district personnel, staff, general education teachers, resource specialists, students, parents, etc. in absence of administrator/director.
- Oversee process of receiving special education student records of incoming students and preparing them school's use.
- Assist in scheduling and inputting student scheduling data during summer.
- Compile numerous reports, memos, agendas, and meeting notes for district and site level.
- Copy, mail, and/or fax special education records to requesting parties.
- Request special education records from other schools in and out of county/state.
- Assist administrator during all phases of Compliance Reviews.
- Maintain CT-SEDS database which reports directly to the State.
- Perform other duties as assigned.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**EQUIPMENT:**

- Uses standard office equipment such as personal computer, copy machine, fax machine, telephone.

**TRAVEL REQUIREMENTS:**

- Limited travel to and from meetings may be required.

**WORK SCHEDULES:**

- 12 months, 7.5 paid hours per day.
- Must work standard schedule and a reasonable amount of overtime as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to perform essential functions of the position with limited supervision.
- Ability to describe problems and work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Ability to carry out instructions furnished in written and oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations.
- Ability to use computers and software applications (e.g., Google Suite of Programs, Microsoft Office Suite of Programs, Student Information Programs (i.e., PowerSchool, IEP-504 Direct, or equivalent)).
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals.
- Ability to process and file paperwork in both hard copy and digital form accurately and according to standardized procedures.
- Ability to maintain confidentiality of information regarding students, employees, and others.
- Organizational and time management skills.
- Knowledge of office management procedures.

**PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:**

- Work in standard office and school building environments.
- Ability to work outdoors during outdoor student activities.

**QUALIFICATION PROFILE:**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Required:
  - Graduation from high school.
- Preferred:
  - Associate or Bachelor's degree in secretarial science or business.
  - Coursework in word processing and office procedures.
  - Successful experience with office management.

**FLSA Status: Non-exempt**

*This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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