

JOB DESCRIPTION



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| Position: | Secretary – Special Education |
| Reports to: | Director – Pupil Personnel Services |
| Employment Status: | Regular/Full-time |
| FLSA Status: | Non-Exempt |
| Description: | Assist the Pupil Personnel Services Director in facilitating the special education services of the district through the supervision of the many office related tasks |

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Answer telephones, record messages and greet visitors
- Handle routine correspondence independently
- Type letters, reports, memos, requisitions, etc. as required
- Maintain appointment calendar and travel schedule for Director of Pupil Personnel Services
- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority
- Attends meetings and in-services as required
- Assist with recordkeeping of 504 plans and IEPs
- Assist with special education testing
- Respond to routine questions and requests in an appropriate manner
- Is familiar with negotiated contract language of bargaining units
- Process requisitions as needed

Other Duties and Responsibilities:

- Serve as a role model for students and staff
- Interact in a positive manner with staff, students and parents
- Make contact with the public with tact and diplomacy
- Respond to routine questions and requests in an appropriate and timely manner
- Maintain a level of approachability by administration and staff
- Perform other duties as assigned by the Director of Pupil Personnel Services

Qualifications/Certificates:

- High School Diploma
- 1 year secretarial experience
- 1 years related experience preferred
- Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills

Additional Working Conditions:

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

Equipment Operated:

Computer/Laptop

Printer

Scanner

Required Testing

None

Continuing Educ./Training**Clearances**

Fingerprint/Background

Evaluation:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

Signature

Date