



# **WESTFIELD PUBLIC SCHOOLS**

**Westfield, New Jersey**

## **Special Services Secretary - Scale III**

### **Qualifications:**

High school diploma or equivalent training

Minimum of two years' related work experience

Good keyboarding and computer skills

Knowledge of office equipment and efficient office procedures

Excellent telephone skills and ability to communicate effectively

Successful criminal history/background check, proof of authorization to work in the U.S., and NJ residency or waiver within one year of employment is required

### **Reports to:**

Assistant Superintendent for Pupil Personnel Services

### **Performance Responsibilities:**

1. Receives and routes incoming calls and correspondence
2. Performs usual office routines
3. Types correspondence notices and reports
4. Proofreads materials to insure that information is correct and complete
5. Maintains a well-organized up-to-date filing system and database in accordance with state Mandates
6. Manages all functions of the department special education database and stays abreast of changes to the program.
7. Supports the Assistant Superintendent of Pupil Personnel Services and the child study team in all aspects of clerical work including filing, making copies, and sharing records upon request
8. Maintains a working knowledge of the district Student Information Database
9. Arranges meetings and handles follow-up activities as necessary
10. Assists, logs in and directs visitors to the office
11. Maintains confidentiality as required and appropriate
12. Performs other tasks related to the efficient operation of the office as assigned

### **Terms of Employment:**

12 month position

Salary and work year in accordance with the provisions of the secretarial agreement

### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of Board evaluation policies.

**Approved:** November 21, 2023