

**Laramie County School District #2**  
**Fall 2005**

**Title:** Special Services Secretary/Assistant

**Qualifications:**

1. High School diploma.
2. Excellent computer skills.
3. Ability to work in a support role with other adults.
4. Knowledge of Special Education preferred.

**Terms of Employment:**

1. 260 days
2. Designated by notice of assignment.
3. Classified Salary Schedule

**Reports to:** Special Services Director

**Essential Functions:**

1. Provide assistance to the administrators with state and federal grants and amendments when needed.
2. Report special education student disability information electronically to the Wyoming State Department of Education twice a year.
3. Maintain contracts with all local agencies and contracted personnel that provide services and evaluate students in a particular area.
4. Maintain all records and forms on special education students.
5. Ensure that all Special Ed paperwork is completed and filed properly.
6. Provide support services to special services personnel through information regarding expectations for testing and reporting.
7. Provide resource teachers with a yearly listing of dates for IEP meetings and the next re-evaluation date.
8. Assist in contacting all home schooled students to verify if services are warranted.
9. Schedule and provide notice of screenings for children birth through five years of age, who may need special services.
10. Maintain active and inactive files on special education students (those who are currently being served or who have been served).
11. Place orders and purchase approved equipment and supplies as requested by Special Education employees.
12. Assists in the completion of state reports and grants as assigned.
13. Process all requisitions for federal programs.

14. Notify counselors of needed vocational testing for special education students.
15. Process travel and other vouchers for special education staff.
16. Assist Special Education Director with budget preparation.
17. Set up Pre-School screenings, fall and spring, and coordinate with Stride Learning Center and each Elementary.
18. Special Ed Imprest Report – monthly.
19. Provide clerical support to central office staff as needed.
20. Perform other duties as assigned.