



Special Services Secretary

Reports To: Director of Special Services

SUMMARY

The job was established for the purpose of providing a wide variety of complex and confidential administrative and secretarial support to the Director; conveying information regarding department functions and procedures; ensuring efficient and confidential operation of support functions and procedures; coordinating assigned projects and site activities; and providing general support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers electronic IEP Management System for the purpose of implementing Special Services Programs
- Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations, and preparing information for Director
- Coordinates a variety of purchasing processes for the purpose of ensuring implementation of Individualized Instructional Programs
- Coordinates a wide variety of projects, functions, and/or program components (e.g. meetings, in-service events, student services, summer programs, travel for staff, etc.) for the purpose of completing program processes and delivering services in a timely fashion
- Develops Special Services contracts for various services needed by students for the purpose of ensuring accurate provision of contractual services
- Maintains a wide variety of (including highly confidential) manual and electronic materials (e.g. budget data, documents, files, calendars, administrative and financial records, program records resource materials, student data, attendance reporting for staff, timesheets, time and effort affidavits and logs, etc.) for the purpose of providing up-to-date accurate information, historical reference and appropriate documentation in compliance with government regulations and district requirements
- Monitors a wide variety of activities on behalf of Director (e.g. program components, meeting arrangements, account balances, work order status, communications, etc.) for the purpose of achieving goals for Special Education processes and meeting target dates in compliance with established guidelines and regulatory requirements
- Participates in a variety of meetings, workshops, and trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic reports,

manuals, contracts for federal funds, etc.) for the purpose of documenting activities, providing written reference, and conveying information

- Maintains inventories of supplies, equipment, and materials for the purpose of ensuring the availability of items as needed
- Manages assigned activities and/or programs for the purpose of ensuring compliance with administrative, financial and legal requirements and district confidentiality policies
- Performs record keeping and clerical functions for the purpose of supporting Director and department
- Perform other duties as assigned

QUALIFICATIONS

- **Education:** Targeted job related education that meets organization's prerequisite requirements.
- **Skills:** Perform multiple, technical tasks with potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, including pertinent software applications; performing standard bookkeeping; preparing and maintaining accurate records; coordinating activities, equipment and people; and analyzing data.
- **Knowledge:** Perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to perform the functions of the job include: basic accounting/bookkeeping principles; business telephone etiquette; and concepts of grammar and punctuation; modern office practices and procedures; and familiarity with compliance with laws and regulations.
- **Abilities:** Required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; multi-tasking; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed in a generally clean and healthy environment.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.