

**HURON SCHOOL DISTRICT #2-2
JOB DESCRIPTION**

- TITLE:** Secretary to the Director of Special Services
- QUALIFICATIONS:** High school diploma.
Typing, dictation, word processing skills.
Experience in secretarial work.
Ability to meet the public well.
Attention to detail and accuracy.
Demonstrate ability to assume responsibility without direct supervision.
Good organization skills and must be flexible.
- REPORTS TO:** Director of Special Services
- JOB GOAL:** Assist and relieve the special education director in general office procedure so that he/she may devote maximum attention to the matters of educational administration. To ensure that the special services department operates in a smooth and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a regular filing system, including, a set of confidential files on all special education students. This includes all students referred for services, student dismissals, non-placements, and students that have moved from the district.
2. Place and receive telephone calls and record messages.
3. Schedule appointments and maintain calendar.
4. Operate computer, printer, adding machine, typewriter, fax machine, and copier.
5. Welcome visitors and make them feel comfortable and screen unexpected callers as directed by predetermined instructions from supervisor.
6. Obtain, gather, and organize pertinent data for the December child count and submit via the DDN campus annually.
7. Advertise locally for positions that are available within the special services department. Correspond with applicants for these positions setting up the interview schedule and sending follow-up letters. Assist in the interview process by administering skill-based activities for classified applicants.

8. Order and maintain supplies for the special services office and staff members.
9. Hold in confidence any matters that are of a confidential nature.
10. Type, assemble, and distribute forms, reports, training materials, flyers to staff as needed.
11. File Medicaid claims for services provided to B-3 students (OT, PT, speech).
12. Sort incoming mail to facilitate necessary action and follow-up.
13. Establish a professional working relationship with all district personnel.
14. Compose correspondence and reports for signature.
15. Submit travel requests and coordinate travel arrangements for director and staff.
16. Type and maintain a record of all requisitions/purchase orders.
17. Submit vouchers for payment (after coding and securing director's signature) to the business office.
18. Use FileMaker Pro 4.0 data base to keep an accurate record of all active special education students. Update DDN campus records as changes occur.
19. Notify principals and staff monthly of due dates for IEPs and three-year re-evaluations.
20. Keep records of all referrals, dismissals, non-placements, graduates, drop-outs, moves, and transfers into the district by program and building. Using this data, organize, prepare, edit, and assemble an end of the year report which compares the current data with the prior ten years. (As the district develops a more "district-wide" student profile data base, these responsibilities will be ever changing.)
21. Keep a record of requests for assessment, noting the needed due date to meet mandated timelines, attaching a copy of the referral, and logging in the day the request was mailed and the date the evaluation report is received by the district.
22. Assist with the fall and spring preschool screening: a) prepare flyers, b) place a box ad in the local newspaper, c) send flyers to local contacts and elementary schools, d) order supplies to be used, and e) schedule appointments for B-3 children.

12/04

23. Review special education paperwork making sure the IEP is complete and timelines have been met. Alert director of all problem areas.
24. Performs other duties as judgment dictates or as assigned by the director of special services.

TERMS OF EMPLOYMENT: Twelve-month position.

EVALUATION: This position will be evaluated annually by the director of special services.