



Job Title: Special Education Secretary

Exemption Status/Test: Nonexempt

Reports to: Special Education Director/Coordinator

Date Revised: December 1, 2015

Dept. /School: Special Education

Primary Purpose:

To assist Special Education Coordinators while ensuring efficiency and organization of the office in a consistent manner. Help facilitate efficient operations, providing clerical support for the administrative staff.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Ability to organize and prioritize responsibilities and projects in order to meet timelines
Ability to handle day-to-day disruptions and requirements as necessary with a positive attitude
Ability to multi-task
Ability to answer multi-line phone system
Ability to follow verbal and written instructions
Ability to operate Microsoft programs (Word, Excel, and Outlook)

Experience:

One to three years secretarial experience, preferably in public education environment
Data processing skills preferred
Multi-line phone system experience
Customer service experience

Major Responsibilities and Duties

1. Maintain professional decorum and protect confidentiality of all staff, parents, and students.
2. Adhere to time schedule for completing projects.
3. Facilitate friendly, comfortable working environment.
4. Copy, file, and distribute records.
5. Follow good business practices, and provide detailed, accurate work.
6. Process purchase orders.
7. Facilitate the process of attending workshops.
8. Help prepare for staff meetings (e.g., making copies, securing room, notifying attendees, etc.).
9. Maintain professional relationships with staff members and administrators.
10. Maintain appropriate business hours, professional dress, language, behavior, and work area.
11. Maintain office machines, and order supplies as needed.
12. Answer phone with professional, positive tone. Route calls or take messages as appropriate.
13. Maintain/update job descriptions and evaluation forms.

14. The Supervisor or his/her designee may assign other duties and accountabilities limited to those consistent with the application job function and pay grade.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside; regular exposure to noise

Mental Demands: Work with frequent interruptions; ability to handle high-volume, fast paced work load, detailed oriented, good judgment in handling confidential information, flexibility under pressure is a must.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.