

Lewiston School Department Job Description

Position Title: Secretary, Special Education - (G-10)

Department: Special Education

Reports To: Special Education Supervisor

Prepared By: Human Resources Director

Date: 12/5/16

Approved By: Superintendent of Schools

Date:

SUMMARY: Maintains confidential special education student records. Assists the Special Education Supervisor by performing secretarial duties such as keyboarding, responding to telephone calls and maintaining files.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

DISCLAIMER – SOME ESSENTIAL DUTIES AND RESPONSIBILITIES MAY NOT ALL BE PERFORMED BY THE SPECIAL EDUCATION SECRETARY

Types correspondence such as letters and memos, reports, forms, etc. for the Special Education Department.

Answers routine telephone inquiries regarding department programs and procedures.

Takes messages and routes other telephone calls.

Maintains student special education records.

Maintains supplies of all special education forms.

Keeps confidential matters, confidential.

Processes referrals to Special Education Department.

Operates office equipment such as copiers, calculators, computers and fax machines.

Proofreads Written Notices for spelling and reviews determinations for projection report.

Updates data and sends Projection Reports weekly to Dingley's Special Ed office.

Schedules meetings and sends out Advance Written Notices.

Compose list of students for counselors, speech, OT, and PT

Track state agency clients.

Maintains 504 files.

Update and maintain Adori and Acuity

Update spreadsheet for annual and triennial dates.

Schedule evaluations and track 45 day deadlines.

Track IEP and Written Notice deadlines.

Organizes and monitors special transportation.

Organizes and monitors Extended School Year (ESY) transportation and preparation.

Schedules substitute coverage for IEP and creates their schedule for the day.

Checks students in and out of the office.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Must be proficient with MS Word and Excel.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer and related software. Knowledge of special education procedures to maintain appropriate confidential records. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and School Committee policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.