

# Lewiston School Department Job Description

Position Title: Administrative Secretary, Special Education Director (SM-4)

Department: Special Education

Reports To: Director, Special Education

Prepared By: Human Resources Dept.

Date: 5/15/02

Approved By: Superintendent of Schools

Date:

**SUMMARY:** Assists the director of Special Education by performing office management and secretarial duties such as keyboarding, responding to telephone calls, maintaining files and managing the office.

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

## Multi-function management of the office

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

Answers routine telephone inquiries regarding department programs and procedures.

Performs other related duties as assigned.

Maintains general office files.

Prepares monthly bills for director's approval.

Prepares monthly status of budget report.

Resolves problems between parents, schools, transportation, agencies and others.

Assists in preparation of student records for legal proceedings.

Prepares state and federal reports.

Assists in preparing and monitoring Local Entitlement Grant expenditures.

Inputs requisitions and generates PO's in ADS.

Maintains the special education information in PowerSchool for all students.

Maintains the Medicaid information database.

## **SUPERVISORY RESPONSIBILITIES:**

## Supervisory oversight of Medicaid Clerk.

**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) and one to three months related experience and/or training.

**LANGUAGE SKILLS:**

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

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

**OTHER SKILLS and ABILITIES:**

Ability to pass a typing test at 55 words per minute. Ability to operate a computer and related software.

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. The employee must occasionally lift and/or move up to 10 pounds. 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 frequently 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.*