

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Special Education Building Secretary
REPORTS TO: Building Principal/Director of Special Education
CLASSIFICATION: Non-Exempt (hourly), Grade B
PURPOSE: The Special Education Building Secretary performs a variety of intradepartmental, secretarial, and organizational responsibilities which contribute to the efficient management and coordination of assigned school-based tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serve as the special education secretary; receive/distribute messages, screen callers, greet students/visitors, respond to inquiries; and model standards of strict confidentiality
- Process all routine correspondence and personnel information as requested by the administration
- Prepare purchase order transmittals for approval; forward to central office in a timely manner
- Interact and assist Special Education students when necessary
- Maintain an inventory of office supplies
- Arrange alternative transportation for defined students
- Maintain and update all office files, copier and telephone codes, and coordinate special education calendar
- Copy, mail, and distribute all compliance forms, IEP forms, etc., to proper individuals
- Oversee scheduling of meetings involving building special educators/administrators
- Assist and train Paraeducators with Medicaid paperwork
- Orient new Paraeducators (lockers, mailboxes, time sheets, Medicaid, etc)
- Prepare materials for special education staff as need (copies, lamination, enlargement)
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Excellent word processing, communication, and interpersonal skills
- Knowledge of Special Education forms and related paperwork and requirements
- Ability to be flexible, plan, organize, problem solve, and manage conflict
- Attention to detail, accuracy, and confidentiality in written and verbal communication
- Ability to interact and assist Special Education students when necessary

TOOLS/TECHNOLOGY REQUIREMENTS:

Calculators or accessories, Desktop computers, Paper punching or binding machines, Facsimile machines, Photocopiers, Electronic mail software (Outlook), Word Processing Software (Microsoft), Calendar and Scheduling Software (Outlook), Spreadsheet Software (Excel), Scanners, Internet Browser Software, Presentation software (PowerPoint), Student Database Software (PowerSchool), GoalView, and Business Collaboration Software (SharePoint)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma (or GED or High School Equivalent Certificate)
- Experience and/or training in Business education and/or experience working in a busy office environment; preferably in a school setting
- Experience and/or ability working with children or adolescents

PHYSICAL/MENTAL DEMANDS:

- Must be able to move objects weighing up to 25 pounds
- Must be able to remain in a stationary position 50% of the time
- Must be able to move around the office and school to access office machinery, lead students, attend meetings, greet visitors, etc.

- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled office environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases. Noise level is moderate and includes sounds of a normal office. No known environmental hazards are encountered in normal performance of job duties.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.