



FOLEY PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Intermediate & High School Special Ed Secretary

Revision Date: Summer 2021

Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt

Department: FIS & HS Special Ed

Reports To: Principal

Job Summary:

Under the direction of the Principal, the Intermediate & High School Special Ed Secretary is responsible for scheduling and coordinating google doc calendars between parents, special education staff and case managers; prepares correspondence and notices to confirm meetings and persons in attendance; maintains and updates all student information and records concerning special education and necessary paperwork; makes arrangements for substitute coverage for licensed staff attending IEP meetings; performs other activities and tasks as required.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Coordinates with department staff to provide student information and students who are in need schedules due process and IEP meetings. Makes arrangements for IEP and due process meetings. Performs such duties as:
 - a) Schedules and coordinates meetings. Complete team meeting notices and sends invites to parents/guardians and special education team members.
 - b) Address any scheduling problems between parents and staff.
 - c) Prepares correspondence and notices to staff involved in meetings concerning times, dates and who will be in attendance.
 - d) Follows up and mails SPED paperwork to families after due process meetings to verify and confirm their student needs.
- Files and updates all special education paperwork and student information. Reviews and assures all student information is complete and updated.
- Makes arrangements for and finds substitute coverage for instructional staff attending various special education meetings.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of High School Diploma and 1 year previous of clerical , secretarial, or customer service experience and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Basic understanding of due process recordkeeping requirements and guidelines.
- Basic understanding of computer systems and basic understanding of computer operations relevant to recordkeeping and student information needs (e.g., SPED Forms, Infinite Campus, etc.).
- Office equipment and typical business productivity software (e.g., word processing, email, internet browsers, spreadsheet applications, etc.).
- Knowledge of office etiquette and public/customer service procedures and routines.
- Familiarity with general office productivity software (e.g., word processing, spreadsheet, presentational software, email programs, Google Docs and Google Calendar, etc.).

Essential Skills Necessary To Perform The Work:

- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Customer service, business etiquette, and human relation skills in assisting, screening, handling, and dealing with informational requests of district staff, parents, public, case managers, and other district personnel.
- Utilizing district applications and systems in performing the requirements of the job.
- Implementing and maintaining student records and data retention procedures, routines, and operations of the department/district.
- Compiling, reviewing, and preparing a variety of student reports, financial/student summaries, and narrative reports.
- Providing administrative support to department administrative personnel including word processing, calendar management and general office functions.
- Written and oral communication skills.
- Applying and understanding the programs, department functions, and rules, regulations or guidelines that impact department operations and specifically administrative support functions of the office.
- Performing job assignments that require attention to detail, precision, and accuracy.
- Prioritizing job assignments and projects and general office organizational skills.

Work Environment:

Work is performed typically in a school office setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.