



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

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TITLE: Special Education Secretary

QUALIFICATIONS: High school diploma
Education and/or job experience using secretarial and computer skills

REPORTS TO: Building principal and special education coordinator

JOB GOAL: To provide secretarial assistance to the special education director in conducting the overall operation of special education staff. This individual will work directly with the staff, parent(s)/guardian(s) in a confidential and reliable manner. The Special Education Secretary is required to perform secretarial work of a high level with minimum direction and supervision in an effective efficient and trustworthy manner.

PERFORMANCE RESPONSIBILITIES:

1. Assists special education coordinator with communications between staff, parents and other professionals:
 - a. Prepare correspondence for special education staff
 - b. Print and mail tuition agreements to appropriate schools,
 - c. Print and mail team meeting notices.
 - d. Answer phone.
 - e. Contact parents as requested by special education staff.

2. Keeps the special education MARSS data up to date and consistent with data in SPED forms.
 - a. Enter MARSS data into JMC
 - b. Update Sped Forms information such as addresses, disability codes, Federal Instructional settings, etc.
 - c. Track new student enrollments into Sped forms and IC.
 - d. Compare MARSS data sheet to make sure all is up-to-date.

3. Assists special education coordinator with tracking due process time lines and other special education requirements.
 - a. Tracks students from SST to final evaluation meeting
 - b. Proofread student evaluations before being sent out to parents
 - c. Sends out reminds of upcoming IEPs and evaluations to case managers
 - d. Transportation forms --
 - i. Mail transportation form to parents of special education students

- ii. Receive and track forms
 - iii. Have copies printed for all Southland school buses/vans
 - iv. Insert copies into binders kept on buses/vans
- 4. Maintains special education office
 - a. Keeps SPED forms and Outlook Calendars up to date.
 - b. Schedule meetings
 - c. Maintain filing system
 - d. Tag and keep track of equipment from federal dollars
 - e. Other General office duties as needed
- 5. Orders and inventories supplies for office or district wide orders. Receives packages and verifies receiving copy of purchase order. Reports discrepancies or damage.
- 6. Communicates well with Special Education coordinator and staff
- 7. Employee is responsible to be knowledgeable about all district policy.
- 8. This job description is not intended to be all-inconclusive, and the employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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