

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **SPECIAL EDUCATION DEPARTMENT SECRETARY**

SUPERVISOR: Director of Special Education

PAYMENT RATE: According to Educational Support Staff Salary Schedule

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

**ESSENTIAL FUNCTIONS:**

1. Provide office and clerical support to ensure the smooth operations in the Special Education Department.
2. Answer phone and route messages and correspondence appropriately in order to provide appropriate public relations.
3. Prepare information and materials for staffing and /or meetings for the purpose of ensuring that the appropriate information is being conveyed.
4. Prepare purchase requisitions for the purpose of maintaining accountability of purchases within the department.
5. Receive, process, and distribute special education referrals, materials, and records for the purpose of maintaining current student information.
6. Maintain MIS information on all students for the purpose of maintaining all current information with the State.
7. Input all IEP data correctly and submit correction requests to certified staff for the purpose of accountability for state required IEPs.
8. Attend meetings and inservice presentations for the purpose of acquiring and/or conveying information relative to job functions.
9. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
10. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:** 07/21/2008