## **BEMIDJI AREA SCHOOLS**

POSITION JOB DESCRIPTION

SUPERVISOR

**EMPLOYEE** 

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Job Summary (Basic Purpose of Position)

To ensure effective office operation and communication between parents, staff, students, administration and outside agencies. Communication, data collection and transfers are very essential components to facilitate IEP development.

	D.44.5./	% OF		NECESSARY SKILLS, KNOWLEDGE, ABILITIES		
REGULAR ROUTINE DUTIES	BAND/	TIME		What You Have to Know to	PERF	ORMANCE STANDARDS
List of Things to Accomplish in Major Job Function	GRADE		WC	Accomplish Duty of Function	How '	Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING	OF ROUTIN	NE DUTIES,	SKILLS			
1.00 PERFORM COPY ROOM DUTIES				Knowledge:		
				<ol> <li>Proper telephone etiquette.</li> </ol>		
1.01 Communication with teaching staff for running				<ol><li>Human relations.</li></ol>	1.01	Appropriate communication occurs
copies.				<ol><li>District policies and</li></ol>		with staff.
1.02 Run copies of student materials as requested by teaching staff.				procedures.  4. Recordkeeping.	1.02	real requests have been copica
1.03 Maintain confidentiality and legality of copies				5. Proper grammar, spelling	1.03	and placed in their boxes. Confidentiality was maintained
run.				and punctuation.	1.03	100% of the time.
1.04 Keep paper supplies up-to-date.				6. Organizational skills.	1.04	Paper supply adequate for needs.
1.05 Call for service when a machine breaks down.				7. Effective communication.	1.05	
1.06 Available and friendly to help with large copy				8. Operate and maintain office		problem & machine works again.
runs (excurriculum packets)				machines.	1.06	Copies are run and put away.
			-	9. Special education database		arpire and rain and pac array.
2.00 COMMUNICATION WITH THE PUBLIC				program and trouble-		
				shooting technical difficulties.		
2.01 Utilization of telephone: receive and direct	Α	10D		10. Know copy machines-how	2.01	Appropriate communication occurs

POSITION TITLE Copy Room/S	Special Ed	l Education	on Seci	retary	Pa	age _2 of _3 Pages
REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING	BAND/ GRADE OF ROUTII		WC SKILLS	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function AND PERFORMANCE STANDARDS	1	FORMANCE STANDARDS Will You Know the Job is Done?
phone calls, determine who gets the call and record messages; route calls to other offices.  2.02 Interact with and direct students, parents, staff and others entering the office; relay information to different parties; arrange staff contacts/appointments with parents, students and other staff and agency contacts:  1. Relay school information to:     administration office, social services, mental health care centers, hospital, clinic, mental health centers, PATH, other school districts and other agencies as needed and directed.  2.03 Help and refer parents, students and teachers regarding complaints/crisis, scheduling appointments, special education procedures, due process.  3.00 PERFORM GENERAL OFFICE DUTIES  3.01 Type letters, memos, reports and other material.  3.02 Organize and maintain files.  3.03 Maintain orderly and efficient office.  3.04 Operate all office machines: computer, typewriter, copier and calculator.  3.05 Maintain inventory of supplies and equipment: determine supplies needed, type requisitions, check-in supplies, distribute supplies.  3.06 Attend inservice meetings regarding due process and special education database program.	A A A A A N/A	7D  10D  10D  5W  2D 10D  5W		they work and how to fix jams.  11. Confidentiality of test and materials.  12. Knowledge of copying legal materials.  13. Tabulating & keep accurate count of paper we have on hand.  14. Communication with service center.  Skills:  1. Type.  2. Organization.  3. Use time effectively.  4. Communicate effectively.  5. Organize work from most to least important.  6. Maintain accurate records.  7. Use time effectively.  Abilities:  1. Work independently.  2. Perform under stressful situations and interruptions.  3. Cope with various problems and personality types.  4. Address concerns with supervisor and other parties.  5. Communicate due process to others.	3.01 3.02 3.03 3.04 3.05	on the telephone.  Appropriate communication occurs with students, staff, parents and the public.  Help was given to parents, studen and teachers appropriately.  Correspondence was typed with 95% accuracy. Filed material was available upon request. The office functions to the satisfaction of the supervisor. Operation of the office machines was accomplished to the satisfaction of the supervisor. Inventory was maintained and tabulated to the satisfaction of the supervisor. All inservice meetings were attended.

	POSITION TITLE Copy Room/S	Special Ed	Educatio	<u>n Secr</u>	<u>etary</u>	Page _3 of _3 Pages
ist (	JLAR ROUTINE DUTIES of Things to Accomplish in Major Job tion	BAND/ GRADE	% OF TIME D, W	wc	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
	: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING			SKILLS	AND PERFORMANCE STANDARDS	How will fou know the Job is Done?
4.00 4.01 4.02 4.03 4.04 4.05 4.06 4.07 4.08	MAINTAIN REQUIRED RECORDS AND REPORTS  Monitor due process paperwork for compliance. Type due process paperwork for staff. Process due process materials. Compile and maintain special education student's files as requested by staff. Provide assistance on due process and special education database to staff. Communicate IEP process/development to staff. Assist with special education student records, transfer and collection. Collect data for preparing federal, state and district office reports.	A A A A A	3D 5D 5W 5W 5W 3W 3M			<ul> <li>4.01 IEP's/Evaluation meetings were scheduled according to time lines.</li> <li>4.02 IEP's/Evaluation reports were type with 98% accuracy.</li> <li>4.03 Appropriate communication occurs between special education staff so time lines are met.</li> <li>4.04 Special education files are compile and maintained as requested by staff.</li> <li>4.05 Skills have been obtained to provide assistance in meeting stat regulations.</li> <li>4.06 Skills have been obtained to operate the latest version of the special education database and inservice has been provided.</li> <li>4.07 Student records are collected and transferred to the satisfaction of the Title I and special education staff.</li> <li>4.08 Federal and state reports/student data was submitted on time.</li> </ul>
i.01 i.02	Maintain confidentiality. Perform other duties as assigned by supervisor.	N/A N/A				<ul><li>5.01 Confidentiality was maintained 100% of the time.</li><li>5.02 Other duties were performed to the satisfaction of the supervisor.</li></ul>