

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

POSITION TITLE BY-LaW Special Education Secretary

ORIGINATION DATE August 2007

BAND & GRADE A-1-1-1

IMMEDIATE SUPERVISOR Alternative Programs Principal

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

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

The secretary must 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.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	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?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 COMMUNICATION WITH THE PUBLIC					
1.01 Utilization of telephone: receive and direct phone calls, determine who gets the call and record messages; route calls to other offices.	A	10D		Knowledge: 1. Proper telephone etiquette. 2. Human relations. 3. District policies and procedures. 4. Recordkeeping. 5. Proper grammar, spelling and punctuation. 6. Organizational skills. 7. Effective communication. 8. Operate and maintain office machines. 9. Special education database program and trouble-shooting technical difficulties.	1.01 Appropriate communication occurs on the telephone.
1.02 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 a variety of publics when directed: administration office, social services, mental health care centers, hospital, clinic, mental health centers, PATH, other school districts and other agencies as needed.	A	7D			1.02 Appropriate communication occurs with students, staff, parents and the public.
1.03 Help and refer parents, students and teachers regarding complaints/crisis, scheduling appointments, special education procedures,	A	10D			Skills: 1. Type. 2. Organization.

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due process.				3. Use time effectively.	
2.00 PERFORM GENERAL OFFICE DUTIES				4. Communicate effectively.	
2.01 Type letters, memos, reports and other material.	A	10D		5. Organize work from most to least important.	2.01 Correspondence was typed with 95% accuracy.
2.02 Process mail: prepare outgoing mail, sort and distribute incoming mail.	A	5D		6. Maintain accurate records.	2.02 Mail was sorted and delivered within the guidelines to correct parties.
2.03 Obtain and transfer student information: collect and prepare reports for mailing, request records from other school districts and agencies.	A	5W		7. Use time effectively.	2.03 Student records were completed to the satisfaction of the supervisor.
2.04 Organize and maintain files: Psychologist's reports Social worker's reports Agency reports District nurse reports Speech therapist's reports	A	5W		Abilities: 1. Work independently.	2.04 Filed material was available upon request.
2.05 Maintain orderly and efficient office.				2. Perform under stressful situations and interruptions.	2.05 The office functions to the satisfaction of the supervisor.
2.06 Operate all office machines: computer, typewriter, copier and calculator.	A	2D		3. Cope with various problems and personality types.	2.06 Operation of the office machines was accomplished to the satisfaction of the supervisor.
2.07 Maintain inventory of supplies and equipment: determine supplies needed, type requisitions, check-in supplies, distribute supplies.	A	10D		4. Address concerns with supervisor and other parties.	2.07 Inventory was maintained and tabulated to the satisfaction of the supervisor.
2.08 Attend inservice meetings regarding due process and special education database program.	A	5W		5. Communicate due process to others.	2.08 All inservice meetings were attended.
3.00 MAINTAIN REQUIRED RECORDS AND REPORTS	N/A	5Y			
3.01 Monitor due process paperwork for compliance.	A	3D			3.01 IEP's/Evaluation meetings were scheduled according to time lines.
3.02 Type due process paperwork for staff.	A	3D			3.02 IEP's/Evaluation reports were typed with 98% accuracy.
3.03 Process due process materials.	A	5D			3.03 Appropriate communication occurs

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3.04 Compile and maintain special education student's files as requested by staff.	A	5D			between special education staff so time lines are met.
3.05 Provide assistance on due process and special education database to staff.	A	5W			3.04 Special education files are compiled and maintained as requested by staff.
3.06 Communicate IEP process/development to staff.	A	5W			3.05 Skills have been obtained to provide assistance in meeting state regulations.
3.07 Assist with special education student records, transfer and collection.	A	5W			3.06 Skills have been obtained to operate the latest version of the special education database and inservice has been provided.
3.08 Collect data for preparing federal, state and district office reports:	A	3W			3.07 Student records are collected and transferred to the satisfaction of the Title I and special education staff.
Student data reports, update and maintain student enrollment counts for district office, special education staff and school counselors.	A	3M			3.08 Federal and state reports/student data was submitted on time.
4.00 MISCELLANEOUS					
4.01 Maintain confidentiality.	N/A				4.01 Confidentiality was maintained 100% of the time.
4.02 Perform other duties as assigned by supervisor.	N/A				4.02 Other duties were performed to the satisfaction of the supervisor.