

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

POSITION TITLE Copy Room/Special Education Secretary

ORIGINATION DATE July 7, 2008

BAND & GRADE A-1-1-1

IMMEDIATE SUPERVISOR High School Principal

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.

SUPERVISOR

EMPLOYEE

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

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 PERFORM COPY ROOM DUTIES				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 with staff. 1.02 Teacher requests have been copied and placed in their boxes. 1.03 Confidentiality was maintained 100% of the time. 1.04 Paper supply adequate for needs. 1.05 Service workers will come and fix problem & machine works again. 1.06 Copies are run and put away.
2.00 COMMUNICATION WITH THE PUBLIC				10. Know copy machines-how	2.01 Appropriate communication occurs
2.01 Utilization of telephone: receive and direct	A	10D			

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phone calls, determine who gets the call and record messages; route calls to other offices.	A	7D		they work and how to fix jams.	on the telephone.
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:	A			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.	2.02 Appropriate communication occurs with students, staff, parents and the public.
2.03 Help and refer parents, students and teachers regarding complaints/crisis, scheduling appointments, special education procedures, due process.	A	10D		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.	2.03 Help was given to parents, students and teachers appropriately.
3.00 PERFORM GENERAL OFFICE DUTIES					
3.01 Type letters, memos, reports and other material.	A	10D			3.01 Correspondence was typed with 95% accuracy.
3.02 Organize and maintain files.	A	5W		Abilities:	3.02 Filed material was available upon request.
3.03 Maintain orderly and efficient office.				1. Work independently.	3.03 The office functions to the satisfaction of the supervisor.
3.04 Operate all office machines: computer, typewriter, copier and calculator.				2. Perform under stressful situations and interruptions.	3.04 Operation of the office machines was accomplished to the satisfaction of the supervisor.
3.05 Maintain inventory of supplies and equipment: determine supplies needed, type requisitions, check-in supplies, distribute supplies.	A	2D		3. Cope with various problems and personality types.	3.05 Inventory was maintained and tabulated to the satisfaction of the supervisor.
3.06 Attend inservice meetings regarding due process and special education database program.	A	10D		4. Address concerns with supervisor and other parties.	3.06 All inservice meetings were attended.
	A	5W		5. Communicate due process to others.	
	N/A	5Y			

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4.00					
4.01	A	3D			4.01 IEP's/Evaluation meetings were scheduled according to time lines.
4.02	A	5D			4.02 IEP's/Evaluation reports were typed with 98% accuracy.
4.03	A	5D			4.03 Appropriate communication occurs between special education staff so time lines are met.
4.04	A	5W			4.04 Special education files are compiled and maintained as requested by staff.
4.05	A	5W			4.05 Skills have been obtained to provide assistance in meeting state regulations.
4.06	A	5W			4.06 Skills have been obtained to operate the latest version of the special education database and inservice has been provided.
4.07	A	3W			4.07 Student records are collected and transferred to the satisfaction of the Title I and special education staff.
4.08	A	3M			4.08 Federal and state reports/student data was submitted on time.
5.00					
5.01	N/A				5.01 Confidentiality was maintained 100% of the time.
5.02	N/A				5.02 Other duties were performed to the satisfaction of the supervisor.