

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGNATION DATE February 26, 1991
 LAST REVISION DATE September 2019
 BAND & GRADE A-1-3-3

POSITION TITLE Related Services & ECSE Secretary

IMMEDIATE SUPERVISOR Director of Special Education

Job Summary (Basic Purpose of Position)

The Related Services & ECSE Secretary has multiple responsibilities facilitating the work of all school psychologists, elementary social worker, school nurse, due process facilitator, speech/language staff, OTR's, COTA's, vision teacher, and ECSE staff. The position is essential to the education process and insures effective office operation and communication between parents, students, staff, administration and outside agencies.

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 COMMUNICATE WITH PUBLIC 1.01 Positively interact with public and refer students, parents and other persons entering the office to appropriate staff member. 1.02 Receive and direct calls to appropriate staff. 1.03 Relay school information to a variety of publics when directed. 1.04 Assist parents, students, administrators and teachers regarding: <ul style="list-style-type: none"> • Complaints/crisis • Scheduling appointments • Special education procedures • Due process • Contact related services staff as needed to address critical issues 	A1	25D		Knowledge of: 1. Proper telephone etiquette. 2. Human relations. 3. District policies and procedures. 4. Bookkeeping procedures. 5. Record keeping procedures. 6. English, grammar, spelling and punctuation. 7. Family Educational Rights and Privacy Act. 8. Minnesota Government Data Privacy Act. 9. IDEA. 10. Special education programs and resources.	1.01 Has positive interactions with the public. 1.02 Phone calls are received and directed as needed. 1.03 Information is provided accurately to the public. 1.04 Parents, students, administrators and teachers are provided assistance as needed.
2.00 PERFORM GENERAL OFFICE DUTIES 2.01 Type letters, memos, reports and other materials for staff. 2.02 Process daily mail. 2.03 Obtain and transfer student information: <ul style="list-style-type: none"> • Collect and prepare reports • Request records from schools and agencies 2.04 Operate all office machines. 2.05 Maintain inventory of supplies and equipment and prepare requisitions.	A1	50D		Ability to: 1. Perform under stress. 2. Cope with various problems and personalities. 3. Type 4. Organize	2.01 Type with 95% accuracy. 2.02 Handling, receiving and sending of mail was done to the satisfaction of the supervisor. 2.03 Student records were completed to the satisfaction of the supervisor. 2.04 Operation of office machines was accomplished to the satisfaction of the supervisor.

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<p>2.06 Access student management database for data/information.</p> <p>3.00 MAINTAIN REQUIRED RECORDS, REPORTS AND FILES</p> <p>3.01 Check and submit time sheets.</p> <p>3.02 Maintain staff absentee reports and calling trees.</p> <p>3.03 Collect data and prepare federal, state and district reports.</p> <p>3.04 Organize and maintain records and files for psychologists, elementary social workers, due process facilitator, school nurse, occupational therapists, speech/language staff, vision teacher, ESCE teachers, testing specialist and psychiatric consultant.</p> <p>3.05 Obtain and send health records to students who have graduated.</p> <p>3.06 Maintain updated lists of students with health impairments.</p>	A1	15D		<p>5. Maintain accurate records.</p> <p>6. Use time effectively.</p> <p>7. Communicate effectively.</p> <p>8. Work independently.</p> <p>9. Access and maintain information on the student database system.</p> <p>10. Use Microsoft Word, Google Docs and other software to perform routine duties.</p> <p>11. Maintain confidentiality.</p> <p>12. Manage time/work priorities.</p> <p>13. Demonstrate sensitivity to and acceptance of cultural differences.</p> <p>14. Demonstrate consistent and reliable attendance.</p>	<p>2.05 Inventory was maintained and tabulated to the satisfaction of the supervisor.</p> <p>2.06 Accurate information was retrieved from student management database.</p> <p>3.01 Time sheet reports were generated within established guidelines.</p> <p>3.02 Staff absentee reports were recorded and submitted to the district office within established guidelines.</p> <p>3.03 Reports were completed with accuracy within established guidelines.</p> <p>3.04 Filed materials are available upon request.</p> <p>3.05 Health records are obtained upon request and sent promptly to students who have graduated.</p> <p>3.06 Updated lists are maintained on students with health impairments.</p>
<p>4.00 SCHEDULING AND ASSESSMENTS</p> <p>4.01 Score tests as directed by psychologist and transfer information to data sheets.</p> <p>4.02 Send proper protocols to parents and teachers as requested by school psychologists.</p> <p>4.03 Schedule psychiatrist, pediatrician and other student appointments. Prepare necessary information and releases. Transcribe reports generated from appointments.</p> <p>4.04 Send ADHD packets to teachers, score returned information and prepare results for psychologists.</p> <p>4.05 Process evaluation/re-evaluation requests involving staff and maintain time lines.</p> <p>5.00 OTHER DUITES AS ASSIGNED</p>	A1	10D			<p>4.01 Tests are scored with 100% accuracy.</p> <p>4.02 Protocols are sent within a timely manner.</p> <p>4.03 Appointments are scheduled promptly. Transcription is completed in a timely manner.</p> <p>4.04 ADHD data has been processed correctly.</p> <p>4.05 Evaluation/re-evaluation requests have been processed correctly.</p>